CMA

Arizona Department of Health Services

Bureau of Nutrition and Physical Activity

HANDS WIC System

Detailed Functional Design Document

Operations Management

March 10, 2015

Version 1.1

Table of Contents

REVISION HISTORY

The chart below indicates revisions made to this document:

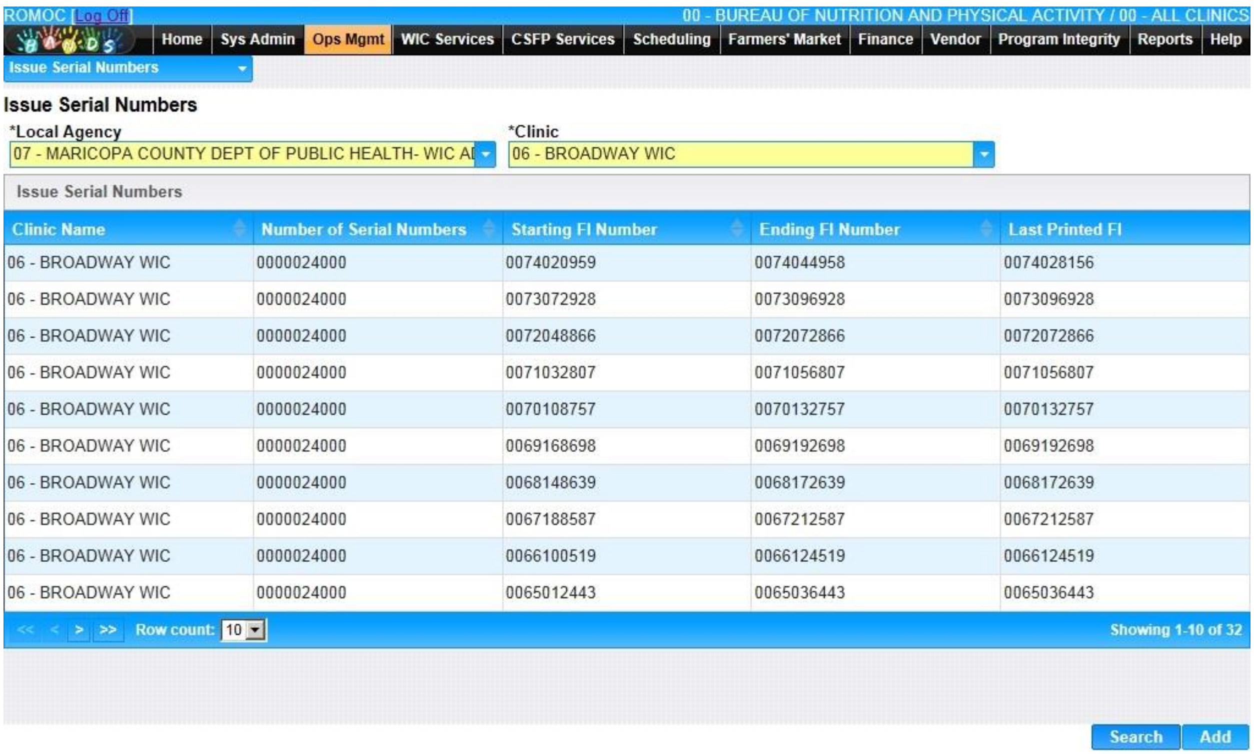
Version	Name	Brief Description of Change	Published
1.0	Jessica Wright	Initial Draft	12-17-2014
1.1	C. Romo-Thompson	Updates	03-10-2015

1 ISSUE SERIAL NUMBERS

This page is used to view and assign serial numbers for Food Package vouchers for a specified Local Agency and Clinic. The page will display the Food Instrument (FI) information assigned to the selected clinic including:

- Number of Serial Numbers
- Starting FI Number
- Ending FI Number
- Last Printed FI.

Navigation Path: Ops Mgmt | Issue Serial Numbers



Clinic Name	Number of Serial Numbers	Starting FI Number	Ending FI Number	Last Printed FI
06 - BROADWAY WIC	0000024000	0074020959	0074044958	0074028156
06 - BROADWAY WIC	0000024000	0073072928	0073096928	0073096928
06 - BROADWAY WIC	0000024000	0072048866	0072072866	0072072866
06 - BROADWAY WIC	0000024000	0071032807	0071056807	0071056807
06 - BROADWAY WIC	0000024000	0070108757	0070132757	0070132757
06 - BROADWAY WIC	0000024000	0069168698	0069192698	0069192698
06 - BROADWAY WIC	0000024000	0068148639	0068172639	0068172639
06 - BROADWAY WIC	0000024000	0067188587	0067212587	0067212587
06 - BROADWAY WIC	0000024000	0066100519	0066124519	0066124519
06 - BROADWAY WIC	0000024000	0065012443	0065036443	0065036443

Figure 1: Issue Serial Numbers Search Results

Search Fields:

- **Local Agency –** Dropdown list populated with Local Agency selections
- **Clinic –** Dropdown list populated with Clinics based on the Local Agency selection

Buttons:

- **Search** – Initiates the search for serial numbers based on the entered search criteria

Note: User may also select Enter key for this function

- **Add** – Select to open the Add modal to assign serial numbers

Navigation Path: Ops Mgmt | Issue Serial Numbers | Add

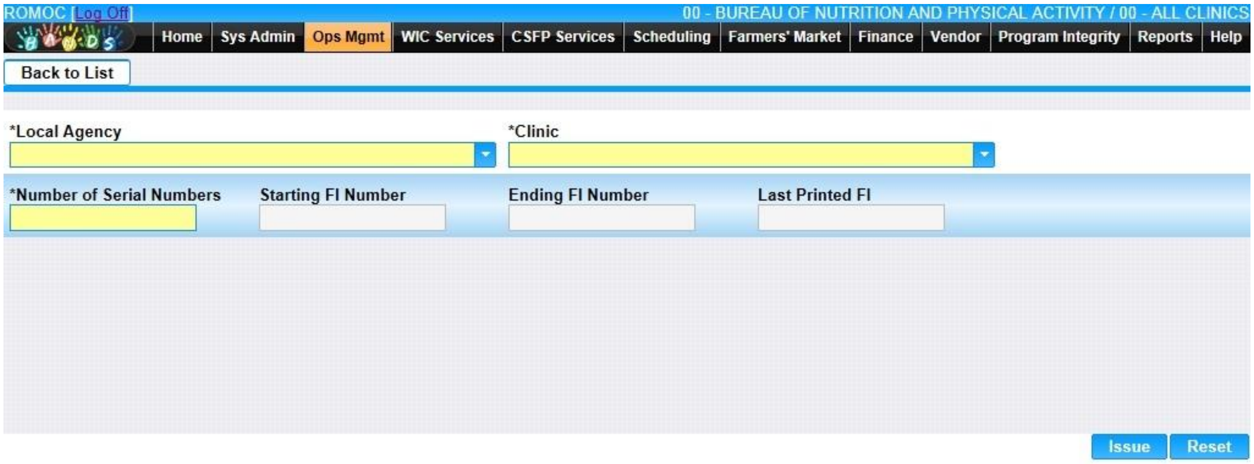


Figure 1.1: Issue Serial Numbers

Fields:

- **Local Agency –** Dropdown list populated with Local Agency selections
- **Clinic –** Dropdown list populated with Clinics based on the Local Agency selection
- **Number of Serial Numbers –** Editable numeric field that prepopulates
- **Starting FI Number –** Current starting FI number from the system will appear in this field. This field is display only
- **Ending FI Number –** Current ending FI number from the system will appear in this field. This field is display only.
- **Last Printed FI –** Last known printed FI number will display in this field. This field is display only.

Buttons:

- **Issue** – Clicking the Issue button at the bottom of the page will save the information entered by user
- **Reset** – Returns the user to the Search page
- **Back to List** – Returns the user to the Search page

Calculation(s):

- *Determines if the range is already in use and returns validation error if the range entered has any numbers that fall between a range that already exists*

Background Processes:

- *Once the user has selected a Local Agency and Clinic from the drop-down lists, the rest of the fields on the page are automatically populated. The user is able to edit the Number of Serial Numbers field.*
- *The number of serial numbers defaults according to the clinic size. Small clinics prepopulate to 4000, medium to 12,000, and large to 24,000 serial numbers. User is able to modify the default number of serial numbers.*
- *The leading zeros are added to be placed in the database*

2 ORGANIZATIONAL UNITS

This page is used to view, add and edit information regarding organizational units (State Agency, Local Agency, Clinic) in the Arizona WIC Program as well as the services / program categories and outreach / referral organizations that are associated with each clinic or agency. Organizational Units may be accessed by users with the proper role assigned.

Navigation Path: Ops Mgmt | Organizational Units

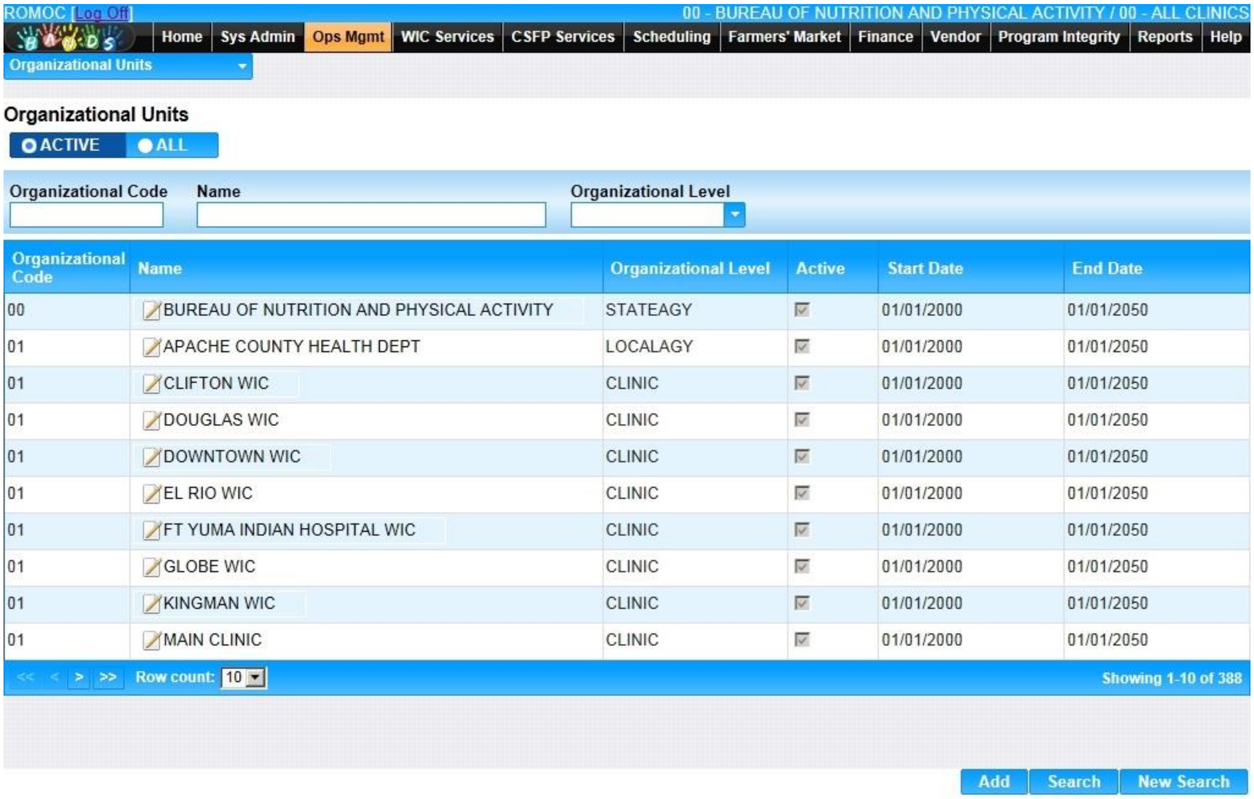


Figure 2: Organizational Units

Search Fields:

- **Active/All –** Radio button selection to search only Active or all organizations
- **Organizational Code –** Numeric data entry field for organizational code
- **Name –** Text entry field for Organization name
- **Organizational Level –** Drop down list to specify type of organization (State Agency, Local Agency, or Clinic)

Buttons:

- **Add –** Add button enables user to add a new agency or clinic
- **Search –** Initiates search based on the entered search criteria
- **New Search –** Clears out existing search criteria for a new search

Calculation(s): None

Background Processes:

- *A check is made to see if the user is logged in as a state user. If they are not, they are not authorized to add or delete organizations. Only edits are allowed. If they are logged in as a particular agency, then they are allowed to edit their own clinic and agency information.*
- *The resulting records provide a link on the name for entry into the edit screen.*

2.1 Add Organizational Unit

The user can add an Organizational Unit by selecting the Add button on the Organizational Units Search page.

Navigation Path: Ops Mgmt | Organizational Units | Add

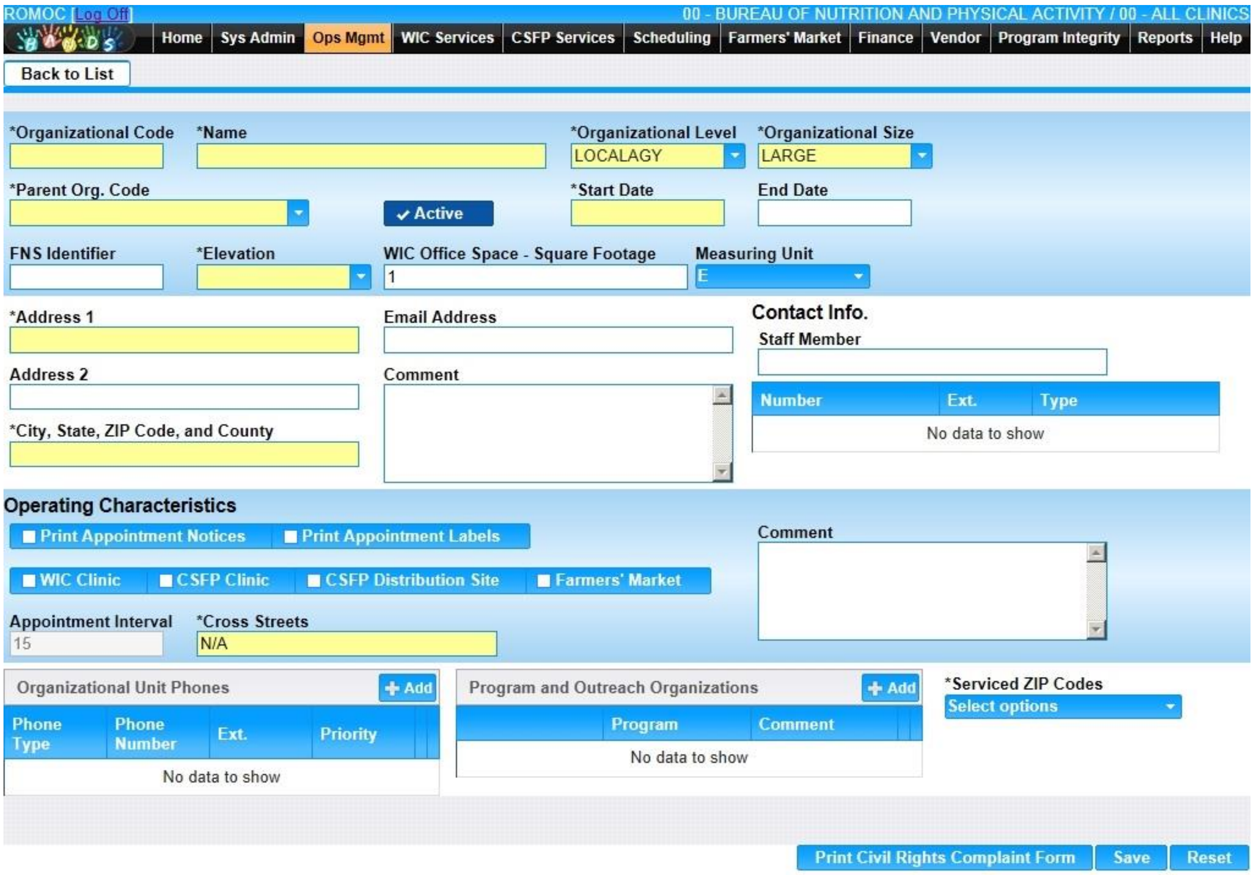


Figure 2.1: Add New Organization

Fields:

- **Organizational Code –** Two-digit numerical text field for organization code
- **Name –** Text field for organization name
- **Organizational Level –** Drop down list to specify type of organization (State Agency, Local Agency, or Clinic)
- **Organizational Size –** Drop down list to specify the size of the organization (Small, Medium, or Large)
- **Parent Organizational Code –** Drop down list populated with Parent Organizations. This list will be populated with values based on the value selected in the Organizational Level drop down list
- **Active –** Check box denotes whether organization is currently active or not
- **Start Date –** Organization's first day of operation
- **End Date –** Organization's end date, if known. This field is optional.

- **FNS Identifier –** Text field for the Food and Nutrition Services (FNS) assigned identification number
- **Elevation –** Drop down list populated with elevation levels for the organizational unit.
- **WIC Office Space – Square Footage –** Numeric text field to identify the square feet of office space allocated for the WIC program at the specific organization site
- **Measuring Unit –** Drop down list to indicate how standard measurements are taken (English/Metric)
- **Address 1 –** Text field to enter the first line of the address of the organization
- **Address 2 –** Text field to enter the second line of the address of the organization
- **City, State, ZIP Code, and County –** Predictive text field for City, state, ZIP code, and county of organization’s address. Enter partial City or Zip Code and selections appear in a drop down list
- **Email Address –** Email format text field for email address for organization
- **Comment –** Free text field for comments
- **Staff Member –** Predictive text field for staff member name. Enter partial name and selections appear in a drop down list
- **Print Appointment Notices –** If box checked, organization will have ability to print appointment notices
- **Print Appointment Labels –** If box checked, organization will have ability to print appointment labels
- **WIC Clinic –** Selection indicates the organization offers WIC Services
- **CSFP Clinic –** Selection indicates the organization offers CSFP Services
- **CSFP Distribution Site –** Selection indicates the organization offers CSFP Distribution Services
- **Farmers’ Market –** Selection indicates the organization offers Farmers’ Market Services
- **Appointment Interval –** The time interval (in minutes) the clinic will use for appointments in the Appointment Scheduler module
- **Cross Streets –** Text field to enter the intersection where the organizational unit is located. This field is mandatory and defaulted to N/A
- **Serviced ZIP Codes –** Drop down list populated with zip codes to identify one or more zip codes that are serviced by this organizational unit. This field is mandatory.

Organization Unit Phones Grid (fields are display only):

- **Phone Type –** Type of phone number
- **Phone Number –** Phone number entered for organization
- **Ext. –** Phone number extension entered for organization
- **Priority –** Priority entered for listed phone number
- **Add –** Selection initiates modal to add phone numbers for organization

Calculation(s):

- *Checks that if entered, the end date is after the start date.*

Background Processes:

- *Outreach/Referral Org. ID is assigned and that they do not already exist in the new record upon Save.*

- *Checks that all required fields have been entered on Save.*

- *If the Organizational Level drop down selection is State Agency, the Parent Org. Code drop down list will only contain State Agency as a selection. If the Organizational Level drop down selection is Local Agency, the Parent Org. Code list of values will only contain State Agency as a selection. If the Organizational Level drop down selection is Clinic, the Parent Org. Code list of values will contain all of the local agencies.*
- *Check boxes directly impact services access to available services throughout the rest of HANDS. Checking the Print Appointment Notices and Print Appointment Labels boxes allows users to have those functionalities within the Appointments module. Checking the boxes for WIC Clinic, CSFP Clinic, CSFP Distribution Site, and Farmers' Market impacts services and other options throughout HANDS as well.*

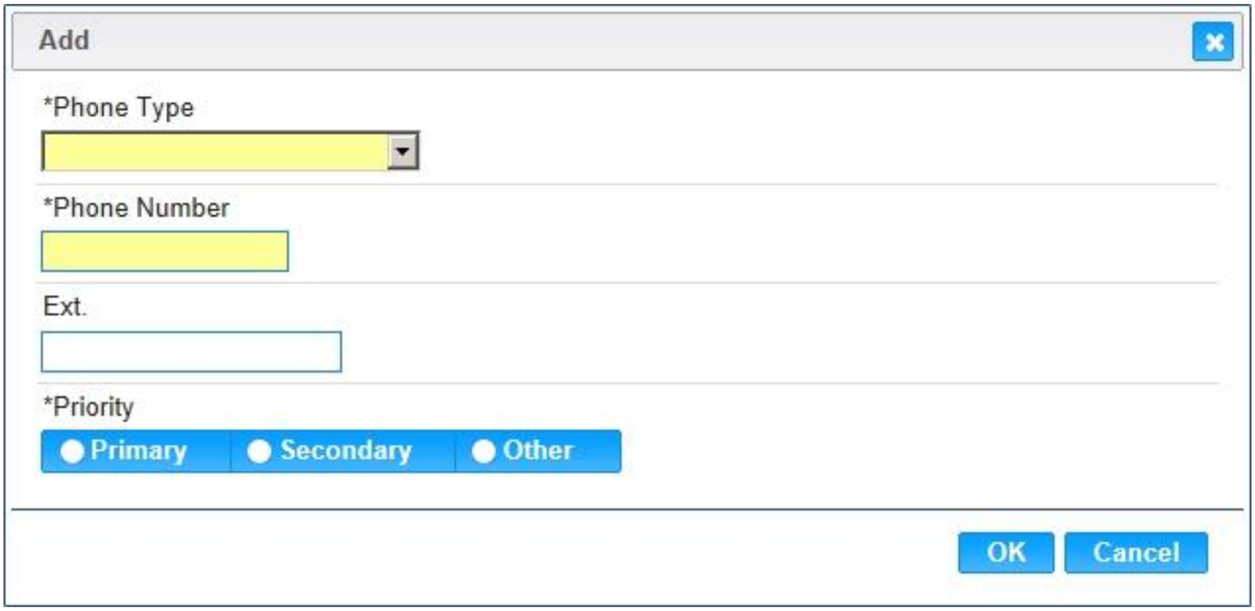


Figure 2.2: Add Phone Number

- **Phone Type –** Drop down list populated with phone types
- **Phone Number –** Numeric field for phone number entry
- **Ext. –** Numeric field for phone number extension entry
- **Priority –** Radio button selection for phone number priority
- **OK –** Initiates the save of entered phone number information
- **Cancel –** Closes the window without saving

Program and Outreach Organizations Grid (fields are display only):

- **Program –** Name of the program
- **Comment –** Comment related to the program selected
- **Add –** Selection initiates modal to enter Program and Outreach Organizations for organization

Calculation(s): None

Background Processes:

- *Verifies that all required fields are entered upon save.*

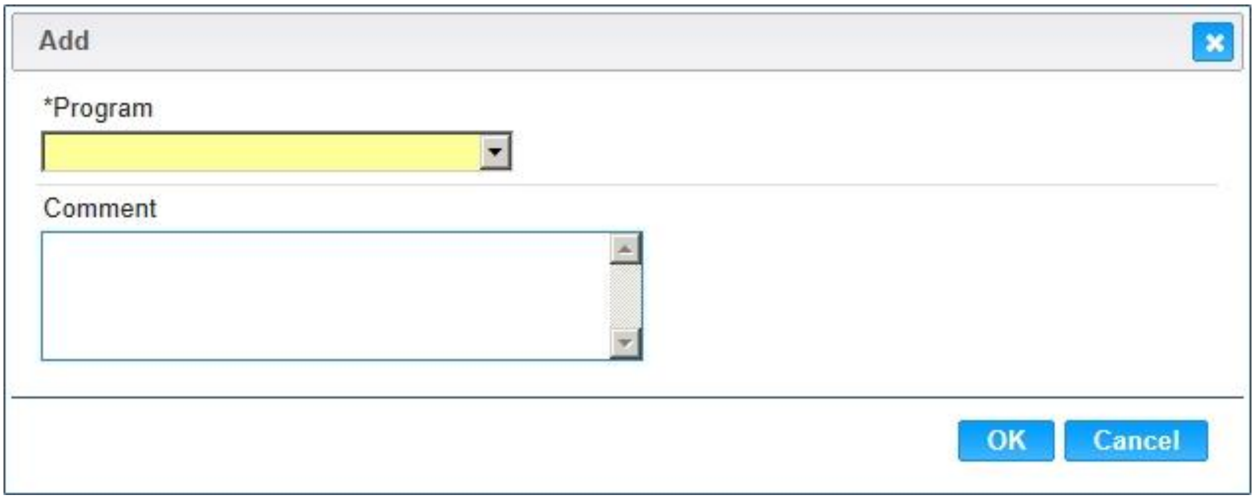


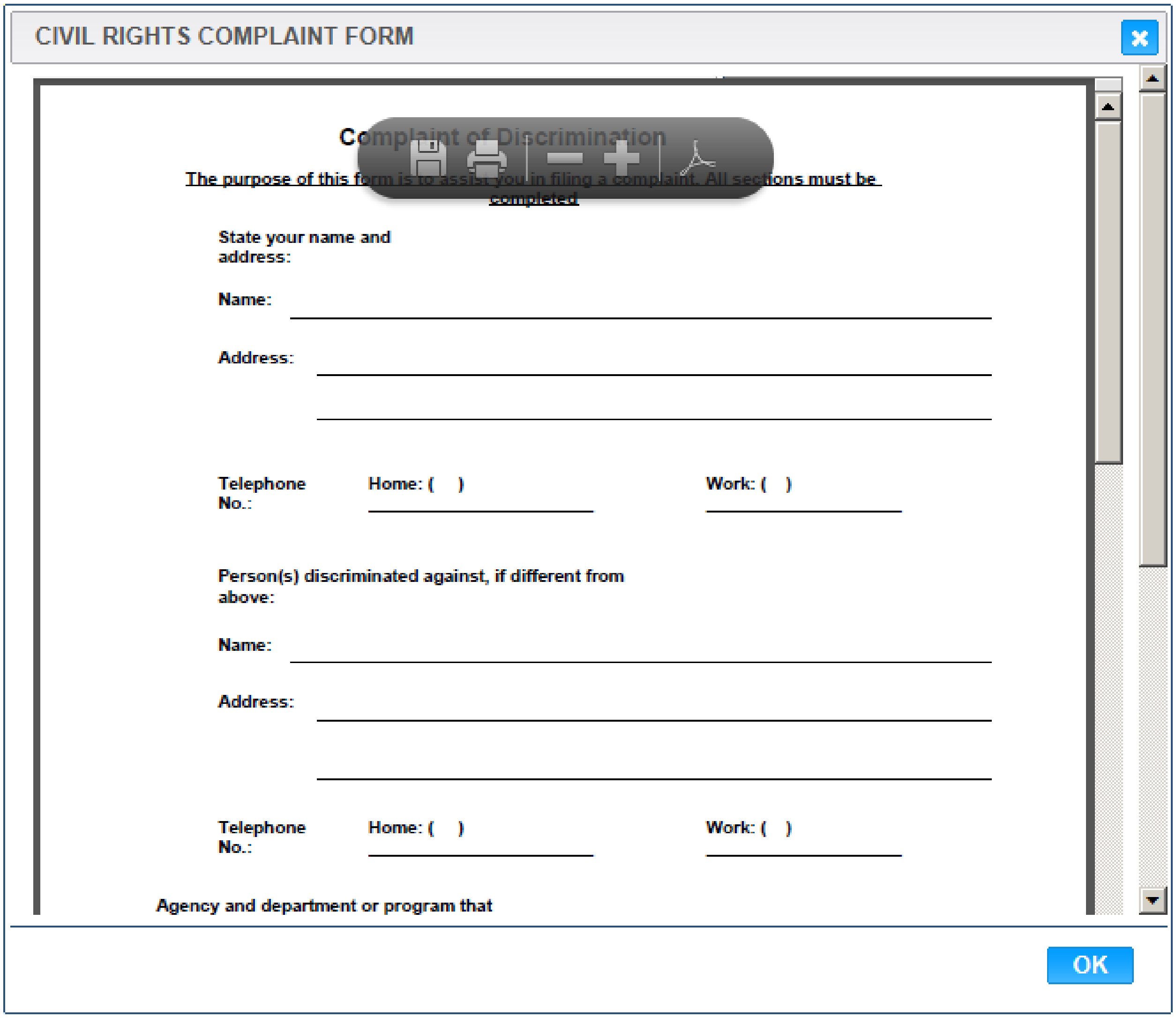
Figure 2.3: Add Outreach Organization

- **Program –** Drop down list populated with outreach organizations
- **Comment –** Free text field to enter comments regarding program selected
- **OK –** Initiates the save of entered information
- **Cancel –** Closes the window without saving

Buttons:

- **Back to List** – Returns the user to the Search page
- **Save** – Selection will initiate the save of the newly added Organizational Unit record
- **Reset** – Selection will clear all fields from this screen that have not been previously saved
- **Print Civil Rights Complaint Form** – Selection initiates the Civil Rights Complaint form to display for printing after the organization is saved. The organization information will automatically populate on the form.

Navigation Path: Ops Mgmt | Organizational Units | Print Civil Rights Complaint Form



CIVIL RIGHTS COMPLAINT FORM

Complaint of Discrimination

The purpose of this form is to assist you in filing a complaint. All sections must be completed

State your name and address:

Name: ________________

Address: ________________

Telephone No.: Home: ( ) ________ Work: ( ) ________

Person(s) discriminated against, if different from above:

Name: ________________

Address: ________________

Telephone No.: Home: ( ) ________ Work: ( ) ________

Agency and department or program that

OK

Figure 2.4: Civil Rights Complaint Form

- **OK** – Press this button to close the print form preview modal without printing the form
- **(Close Window)** – The modal is closed without printing the form
- **(Adobe Print)** – Press this button once the form has been populated to open the standard desktop print modal. This desktop print modal will allow for multiple copies of the form to be printed and allow for printer selection to print forms.

Background Processes:

- *Checks that all required field have been added*
- *When adding an Organizational unit, there is a system check to make sure that the Organization Code and name are unique. If they are not, the user will be prompted as such and must enter a new code and name.*
- *The civil rights form like all the other HANDS forms are built using SSRS. The backing for these reports are Views within the database for easier access and faster response times. The form takes in the org code of the clinic and uses this to populate the name and*

address information for the clinic. The print button is used to print a copy of the form to provide to the client.

2.2 Edit Organizational Unit

The user can edit information for an Organizational Unit by selecting the link in the Name field for the Organization they would like to edit.

Navigation Path: Ops Mgmt | Organizational Units | Edit

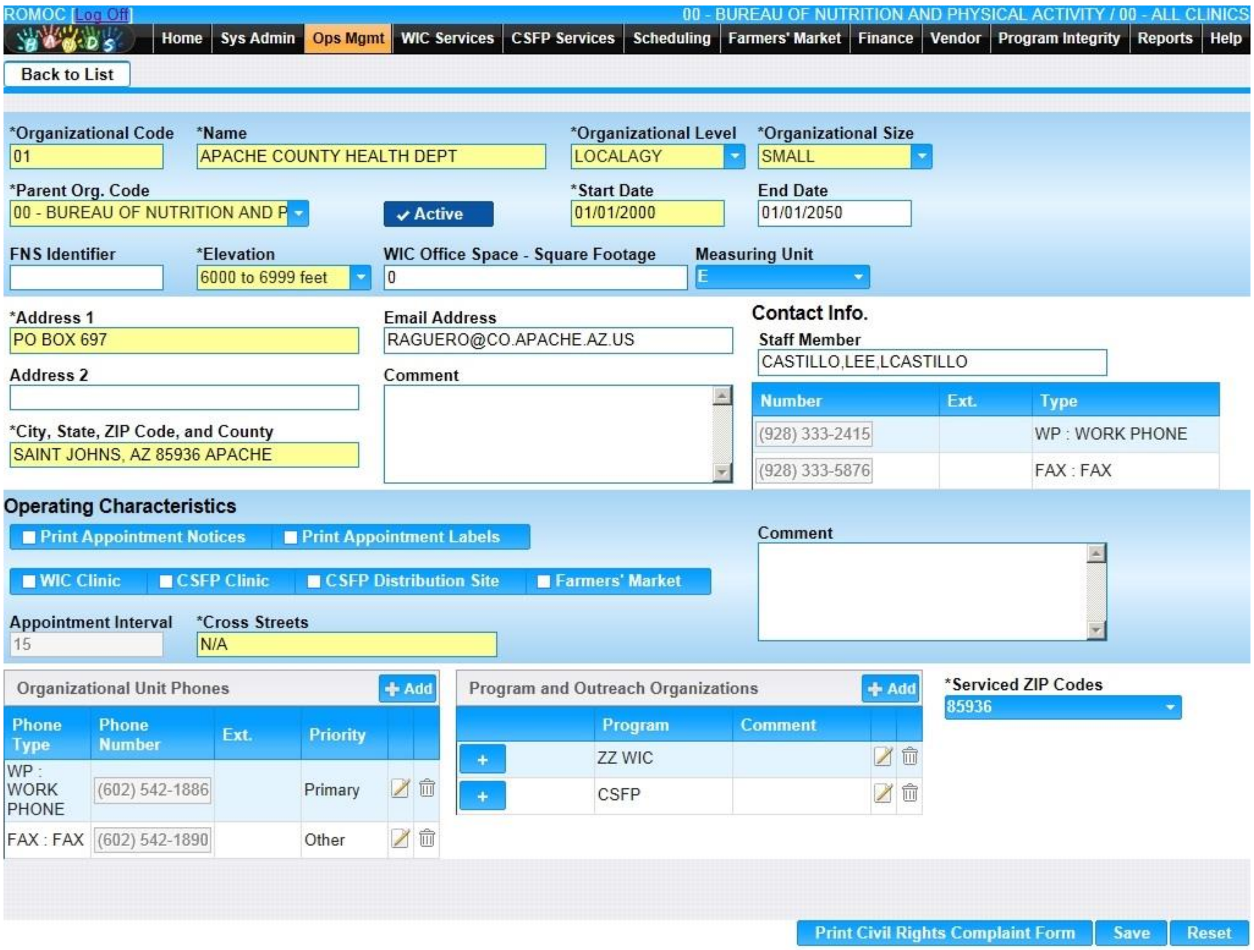


Figure 2.5: Organizational Unit Edit

Buttons:

- **Back to List** – Returns the user to the Search page
- **Save** – Selection will save edited data to the record
- **Reset** – Selection will return all fields to their original values
- **Print Civil Rights Complaint Form** – Selection initiates the Civil Rights Complaint form to display for printing after the organization is saved. The organization information will automatically populate on the form.

Calculation(s): None

Background Processes:

- *If the Organizational Level drop down selection is State Agency, the Parent Org. Code drop down list will only contain State Agency as a selection. If the Organizational Level drop down selection is Local Agency, the Parent Org. Code list of values will only contain State Agency as a selection. If the Organizational Level drop down selection is Clinic, the Parent Org. Code list of values will contain all of the local agencies.*
- *Check boxes directly impact services access to available services throughout the rest of HANDS. Checking the Print Appointment Notices and Print Appointment Labels boxes allows users to have those functionalities within the Appointments module. Checking the boxes for WIC Clinic, CSFP Clinic, CSFP Distribution Site, and Farmers' Market impacts services and other options throughout HANDS as well.*

3 OUTREACH ORGANIZATIONS

This page is used to maintain the referrals for a user to assign to a client on the Care Plan-Referrals page. A user with the proper access can view, add, and edit Outreach Organizations.

Navigation Path: Ops Mgmt | Outreach Organizations

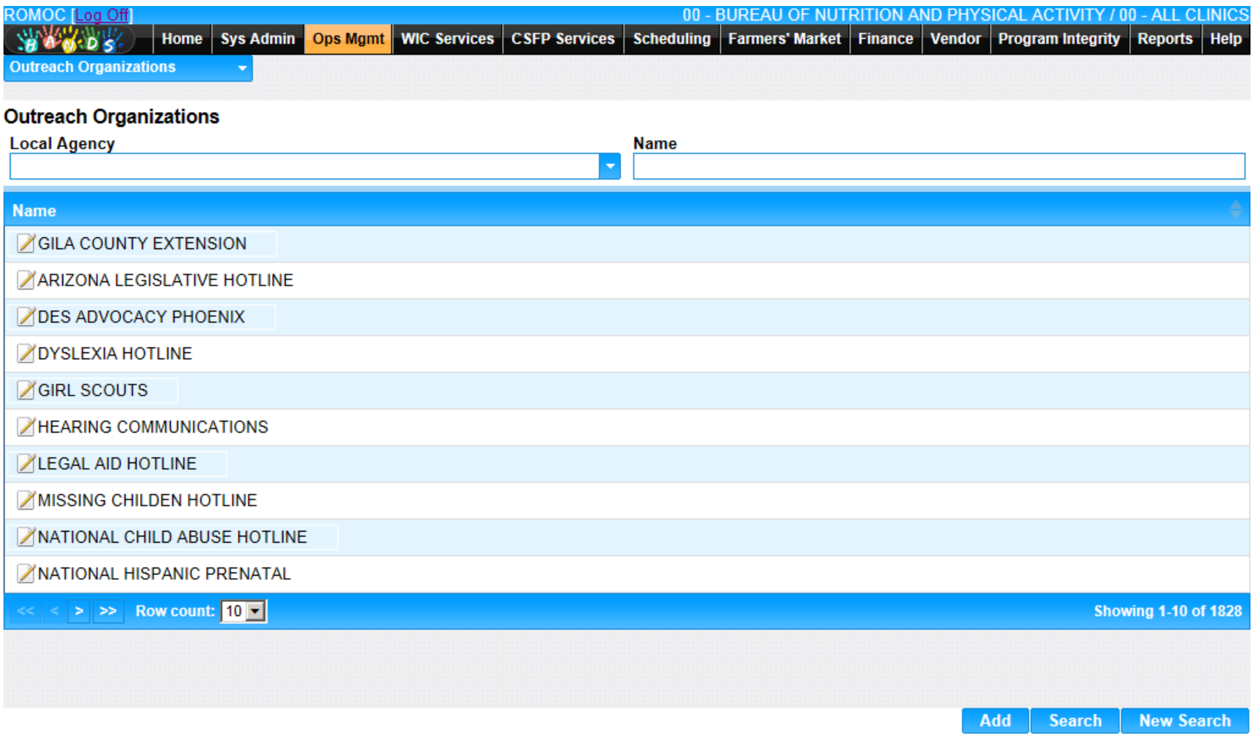


Figure 3: Outreach Organizations Search

Search Fields:

- **Local Agency** – Drop down list populated with Local Agency information
- **Name** – Free text field to search or organization by name

Buttons:

- **Add** – Add button enables user to add a new Outreach Organization
- **Search** – Initiates search based on the entered search criteria
- **New Search -** Clears out existing search criteria for a new search

Calculation(s): None

Background Processes:

- *The search returns Organizations that relate to the name or Agency selected for search criteria*

- *The resulting records provide a link on the name for entry into the edit screen.*

Add Outreach/Referral Organization

The user can add an Outreach/Referral Organization by selecting the Add button on the Outreach Organizations Search page.

Navigation Path: Ops Mgmt | Outreach Organizations | Add

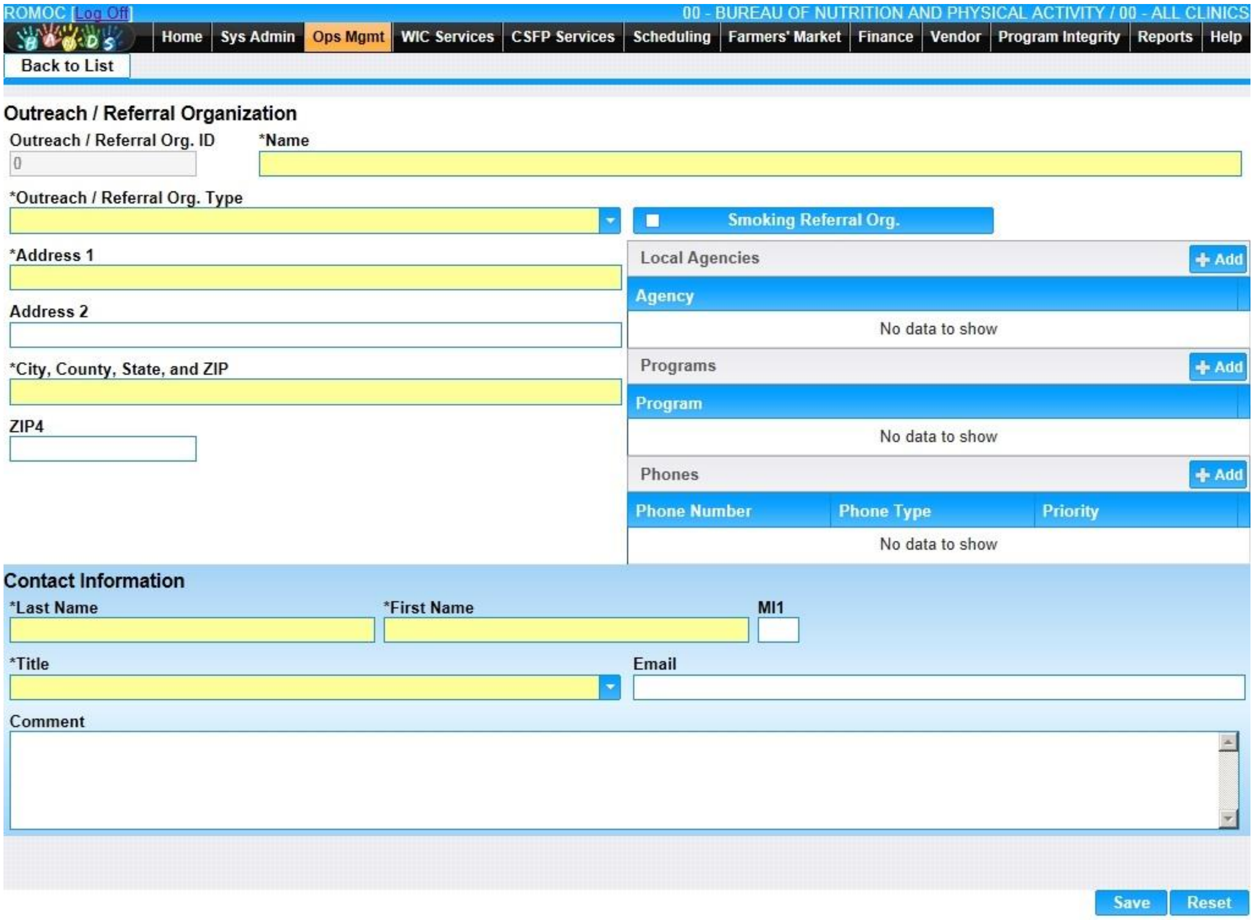


Figure 3.1: Outreach Organizations Add

Fields:

- **Outreach/Referral Org. ID –** System assigned ID for the Outreach/Referral Organization
- **Name –** Free text field to record the name of the Outreach/Referral Organization
- **Outreach/Referral Org. Type –** Drop down list populated with organization types
- **Address 1 –** Text field for Outreach/Referral Organization address
- **Address 2 –** Text field for second line for Outreach/Referral Organization address
- **City, County, State, and ZIP –** Predictive text field for Outreach/Referral Organization City, County, State, and Zip. User enters part of the City or Zip and select the correct information from the drop down list that appears.
- **ZIP4 –** The plus 4 of the zip code
- **Last Name –** Text field to enter Last Name of contact
- **First Name –** Text field to enter First Name of contact
- **MI1 –** Text field to enter Middle Initial of contact
- **Title –** Drop down list populated with Title information

- **Email –** Text field to enter email address of contact. Information must be entered in valid email format.
- **Comment** – Free text field to enter comments

Local Agencies Grid:

- **Agency –** Displays the Local Agency associated with the Outreach Organization
- **Add** – Select to add a Local Agency to the organization

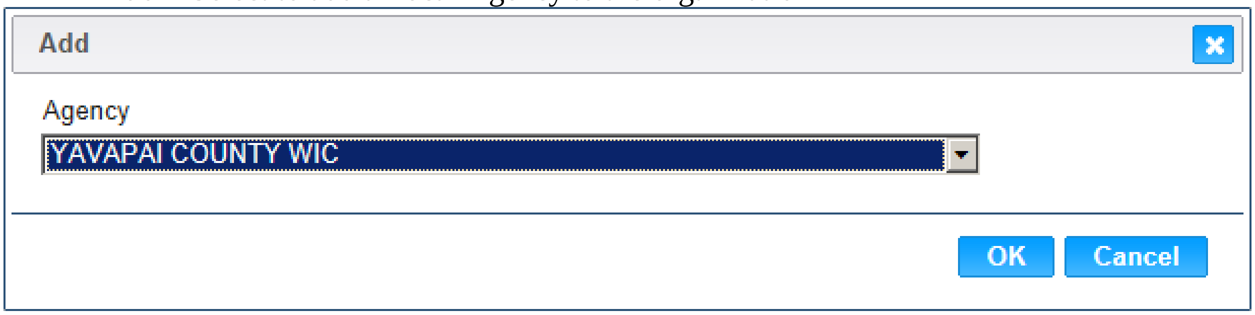


Figure 3.2: Outreach Organizations Add Agency

- **Agency -** Drop down list populated with Local Agency information
- **OK** – Select to add the selected Agency to the Organization
- **Cancel** – Closes the window without saving

Programs Grid:

- **Program** – Displays the Programs associated with the Outreach Organization
- **Add** – Select to add a Program to the organization

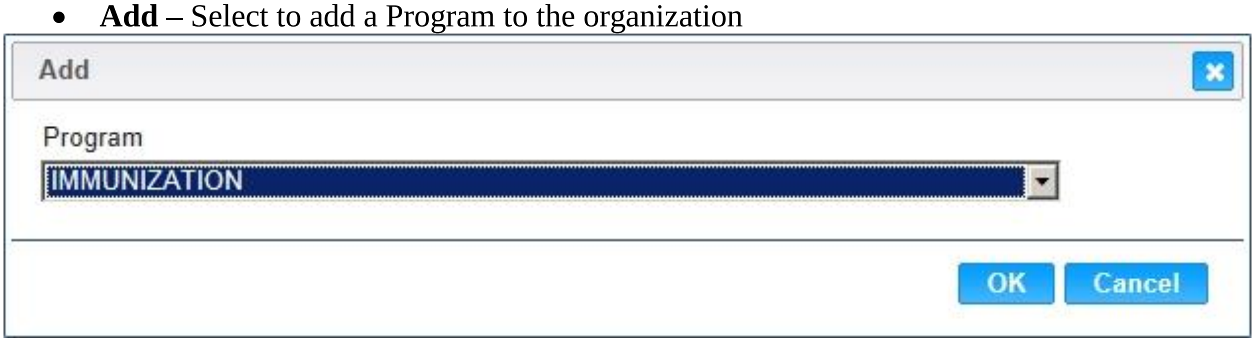


Figure 3.3: Outreach Organizations Add Program

- **Program –** Drop down list populated with Program information
- **OK –** Select to add the selected Program to the Organization
- **Cancel** – Closes the window without saving

Calculation(s): None

Background Processes:

- *Upon the adding of agency and program, they are entered into the data grid to be saved later. The save background process then validates one exists and that there are no duplicates in either case.*
- *Immunization is required to be selected in the Program grid in order for it to populate on the Immunization Page.*

Phones Grid:

- **Phone Number** – Displays phone number entered for organization
- **Phone Type** – Displays phone type entered for organization
- **Priority** – Displays phone priority entered for organization
- **Add** – Select to add phone numbers to the organization

Figure 3.4: Outreach Organizations Add Phone

- **Phone Number** – Numeric field for phone number
- **Phone Type** – Drop down list populated with phone type information
- **Priority** – Drop down list populated with priority information
- **OK** – Select to add the entered phone information to the organization
- **Cancel** – Closes the window without saving

Checkboxes:

- **Smoking Referral Org.** – Selection indicates the organization is a Smoking Referral organization

Buttons:

- **Save** – Select to save Organization information entered on the page
- **Reset** – Select to clear all fields entered
- **Back to List** – Redirects user to the Outreach Organization search page

Calculations:
None

Background Processes:

- *All required fields are validated when selecting OK. Save background process validates that there are no duplicates.*

3.1 Edit Outreach/Referral Organization

The user can edit information for an Outreach/Referral Organization by selecting the link in the Name field for the Organization they would like to edit.

Navigation Path: Ops Mgmt | Outreach Organizations | Edit

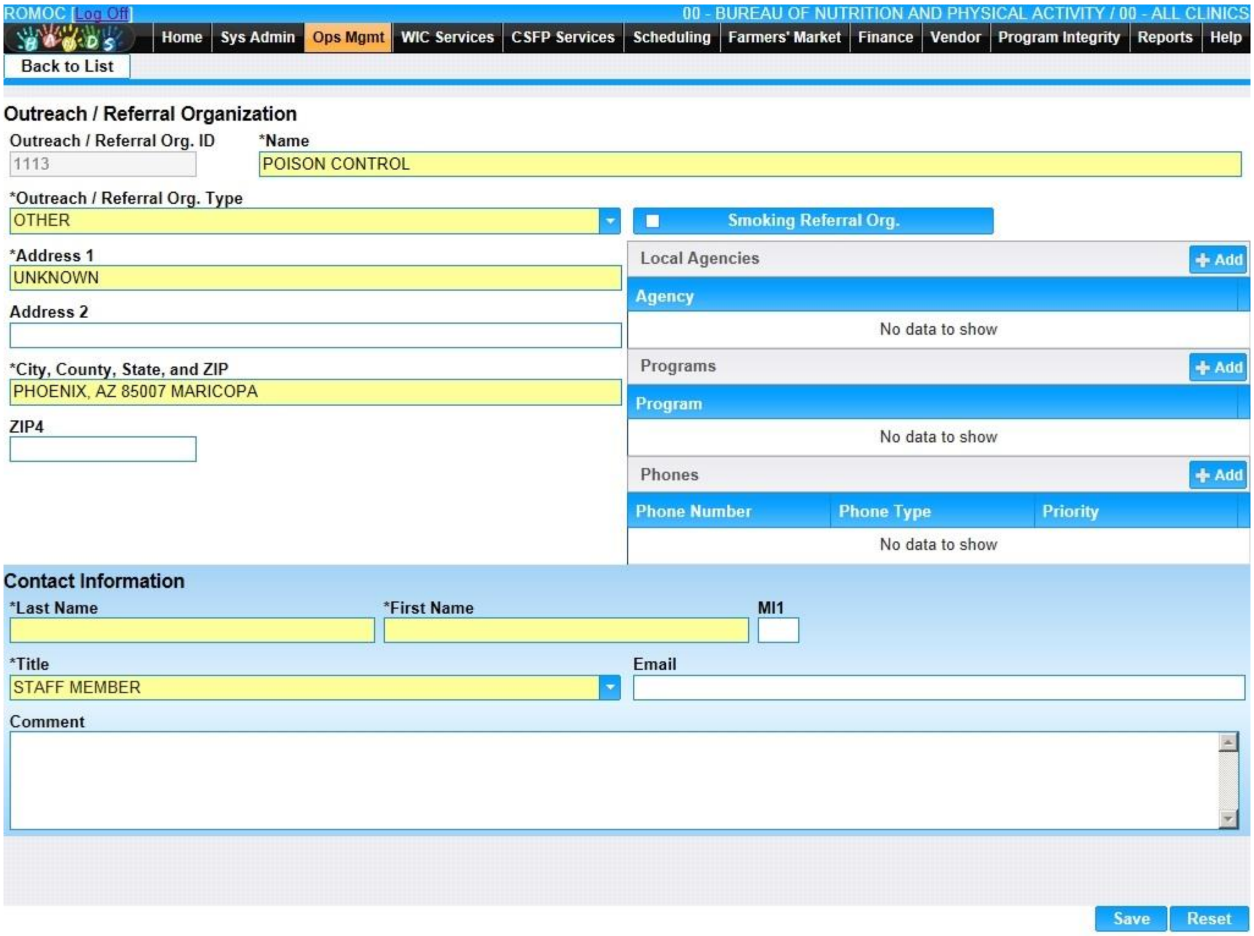


Figure 3.5: Outreach Organizations Edit

Buttons:

- **Back to List** – Returns the user to the Search page
- **Save** – Selection will save edited data to the record
- **Reset** – Selection will return all fields to their original values

Calculation(s): None

Background Processes:

- *Outreach/Referral Org. ID is assigned and that they do not already exist in the new record upon Save.*
- *Check for at least one Local Agency to be assigned and that they do not already exist in the new organization.*

- *Check for at least one Program to be assigned to the organization.*
- *Check that all required fields are entered.*

4 OUTREACH EVENTS

The Outreach Events page is used to record and document the activity of an outreach event sponsored by the clinic staff. Clinic staff are also able to search and view past Outreach Events.

Navigation Path: Ops Mgmt | Outreach Events

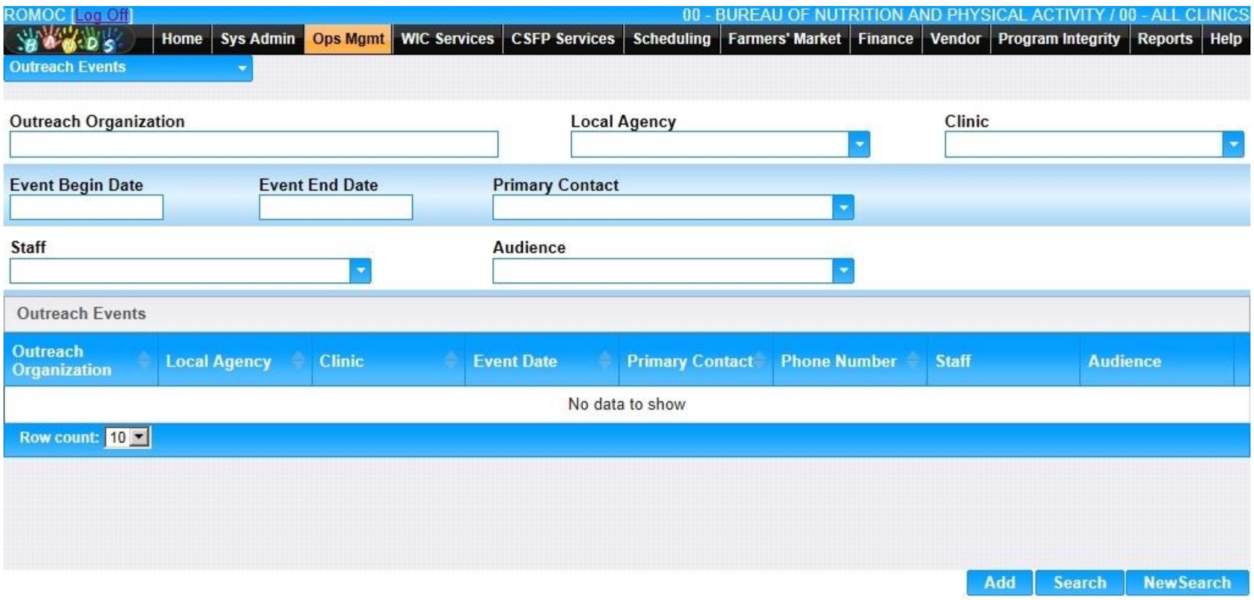


Figure 4: Outreach Events Search

Fields:

- **Outreach Organization –** Text field to enter organization name for search
- **Local Agency –** Drop down list populated with Local Agency information
- **Clinic –** Drop down list populated with Clinic information based on Local Agency selected
- **Event Begin Date –** Date field to enter event begin date for search
- **Event End Date –** Date field to enter event end date for search
- **Primary Contact –** Drop down list to select contact for search
- **Staff –** Drop down list to select staff for search
- **Audience –** Drop down list to select audience for search

Buttons:

- **Add –** Selection displays new window to add a new Outreach Event
- **Search –** Initiates search based on the search criteria entered
- **New Search –** Clears all entered search fields for a new search

Calculation(s): None

Background Processes:

- *Search returns the Outreach events associated with the criteria selected from the user.*
- *System checks to make sure the event end date selected is greater than the event start date.*
- *This page allows for editing as well as adding events described below.*
- *The resulting records provide a link on the name for entry into the edit screen.*

4.1 Add Outreach Event

The user can add an Outreach Event by selecting the Add button on the Outreach Events Search page.

Navigation Path: Ops Mgmt | Outreach Events | Add

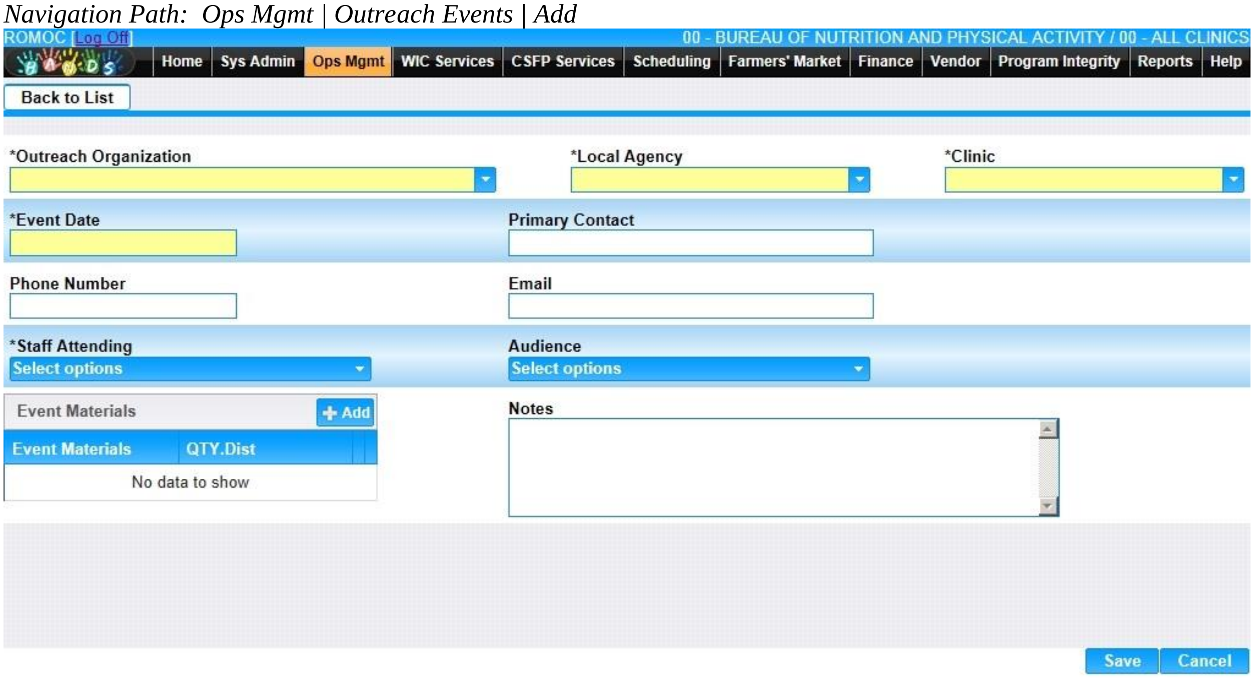


Figure 4.1: Add Outreach Event

Fields:

- **Outreach Organization –** Predictive text and drop down field to enter/select the Outreach Organization name
- **Local Agency –** Predictive text and drop down field to enter/select the Local Agency
- **Clinic –** Predictive text and drop down field to enter/select the Clinic
- **Event Date –** Date entry or calendar selection for date of outreach event
- **Primary Contact –** Text field to enter primary contact for outreach event
- **Phone Number –** Numeric field to enter phone number for primary contact
- **Email –** Text field to enter email for primary contact. Email must be in valid format.
- **Staff Attending –** Multi-select drop down field to indicate staff persons in attendance at outreach event
- **Audience –** Multi-select drop down list to indicate the audience at an outreach event
- **Notes –** Free text field for notes

Calculation(s):
System verifies that the same organization is not added

Background Processes:

- *Outreach event sequence Id is added to the system to uniquely identify the outreach organization.*
- *Outreach audience and staff attending are linked to the new outreach event*
- *Outreach event Id is linked to the Outreach organization selected on save.*

Event Materials Grid:

- **Event Materials** – Displays the name of the event materials
- **QYT. Dist** – Displays the quantity of event materials distributed
- **Add** – Select to add event materials to the outreach event

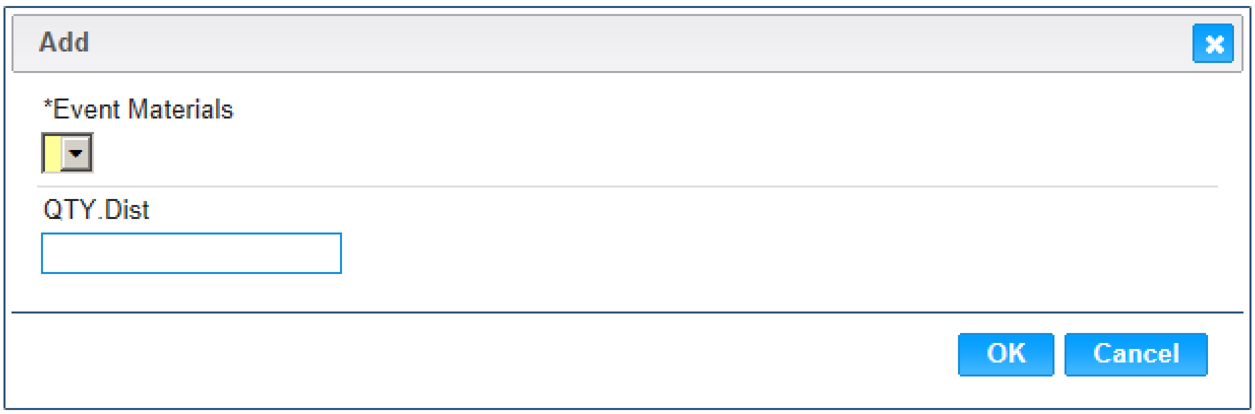


Figure 4.2: Add Outreach Event Materials

- **Event Materials** – Drop down list populated with event materials information
- **QTY. Dist** – Numeric text field to enter quantity of event materials distributed
- **OK** – Select to add the entered event material information to the event
- **Cancel** – Closes the window without saving

Buttons:

- **Save** – Select to save Outreach Event information entered on the page
- **Cancel** – Clicking this button will clear any entered information that has not been saved from the page.

4.2 Edit Outreach Event

The user can edit information for an Outreach Event by selecting the Edit icon for the Event record they would like to edit.

Navigation Path: Ops Mgmt | Outreach Events | Edit

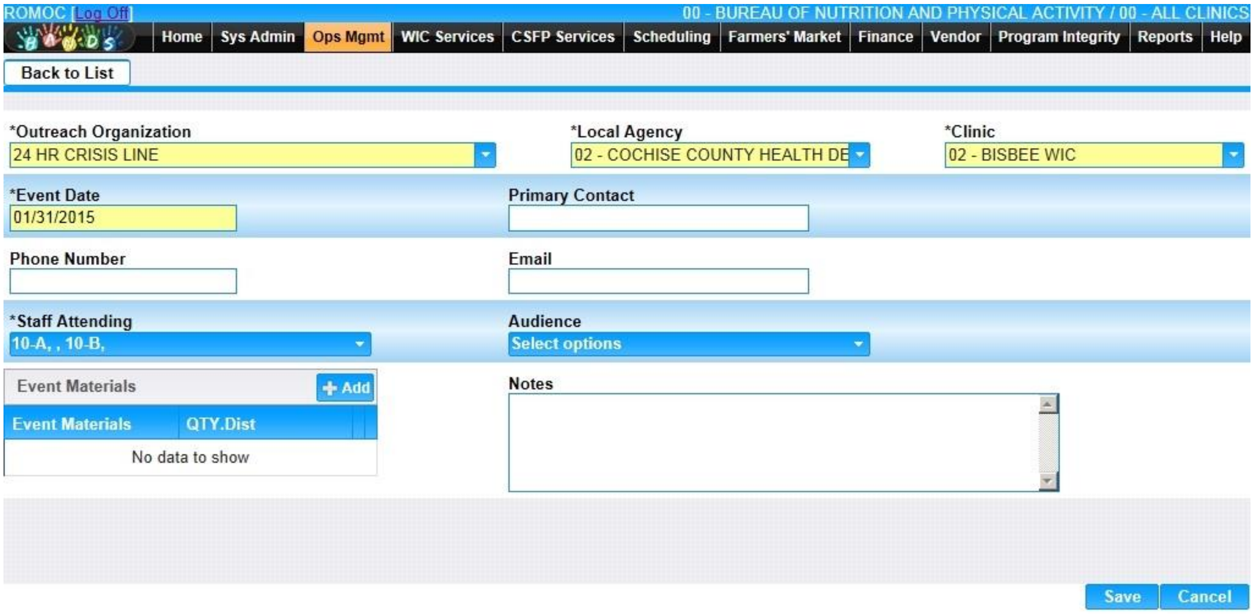


Figure 4.3: Add Outreach Event Materials

Buttons:

- **Back to List** – Returns the user to the Search page
- **Save** – Selection will save edited data to the record
- **Cancel** – Selection will return all fields to their original values

Calculation(s): None

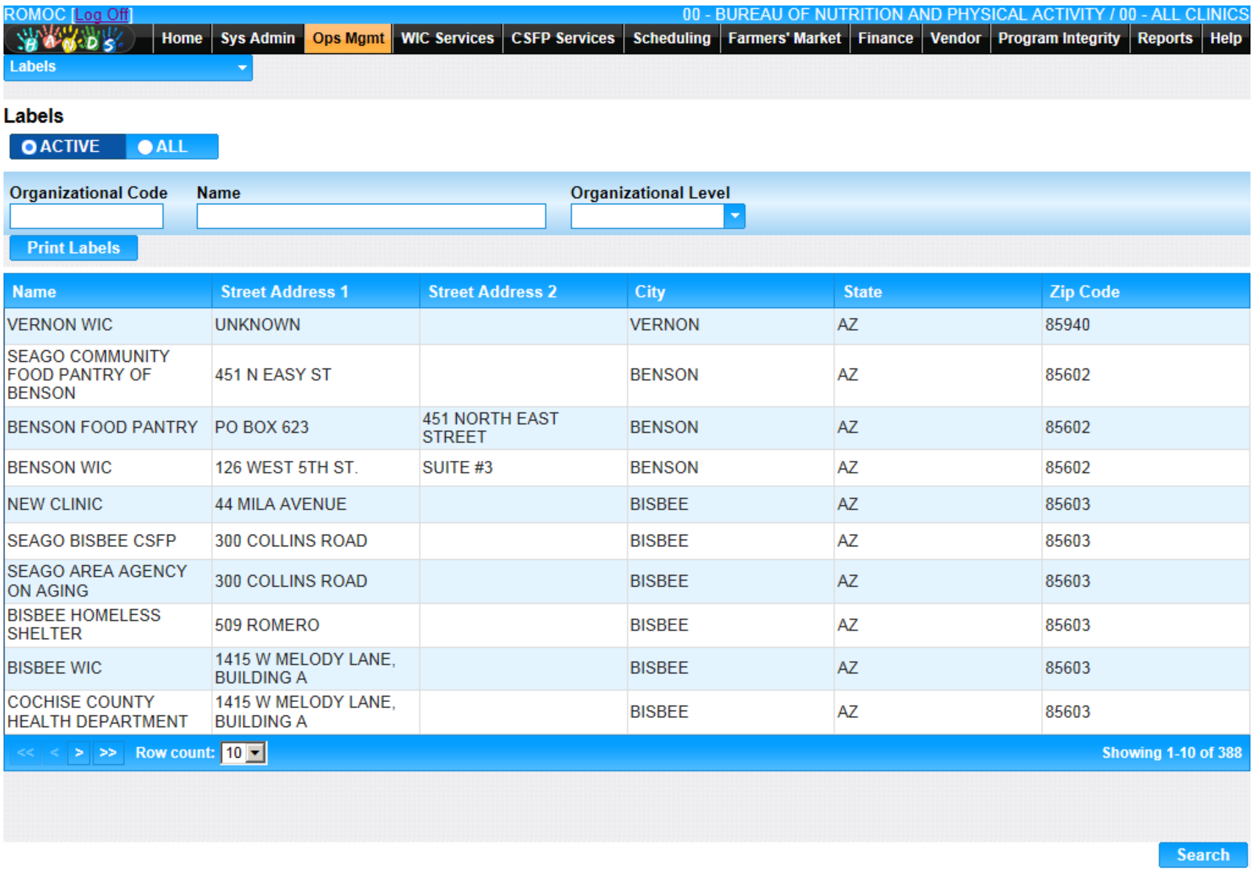
Background Processes:

Same processes and checks that is in the add but is an edit on the records instead of adding them to the database

5 LABELS

The purpose of the Labels page is to produce and print mailing labels for Outreach / Referral Organizations. The user may produce labels by selecting Outreach / Referral Organizations based upon: Label Type (Active/All), Organizational Code, Organization Name, and Organizational Level.

Navigation Path: Ops Mgmt | Labels



Name	Street Address 1	Street Address 2	City	State	Zip Code
VERNON WIC	UNKNOWN		VERNON	AZ	85940
SEAGO COMMUNITY FOOD PANTRY OF BENSON	451 N EASY ST		BENSON	AZ	85602
BENSON FOOD PANTRY	PO BOX 623	451 NORTH EAST STREET	BENSON	AZ	85602
BENSON WIC	126 WEST 5TH ST.	SUITE #3	BENSON	AZ	85602
NEW CLINIC	44 MILA AVENUE		BISBEE	AZ	85603
SEAGO BISBEE CSFP	300 COLLINS ROAD		BISBEE	AZ	85603
SEAGO AREA AGENCY ON AGING	300 COLLINS ROAD		BISBEE	AZ	85603
BISBEE HOMELESS SHELTER	509 ROMERO		BISBEE	AZ	85603
BISBEE WIC	1415 W MELODY LANE, BUILDING A		BISBEE	AZ	85603
COCHISE COUNTY HEALTH DEPARTMENT	1415 W MELODY LANE, BUILDING A		BISBEE	AZ	85603

Figure 5: Label Search

Search Fields:

- **Active/All –** Radio button selection for active organizations or all organizations search
- **Organizational Code –** Text field to enter organization code for search
- **Name –** Text field to enter name of specified WIC agency or clinic
- **Organizational Level –** Drop down list populated with organizational level information for search

Search Result Grid (Display Only):

- **Name –** Name of organization
- **Street Address 1 –** Street address 1 for the organization
- **Street Address 2 –** Street address 2 for the organization
- **City –** City of organization address
- **State –** State of organization address

- **Zip Code –** Zip code of organization address

Buttons:
- **Search –** Initiates search based on search criteria entered
- **Print Labels –** Opens Label Preview window to begin the print process

Navigation Path: Ops Mgmt | Labels | Print Labels Button

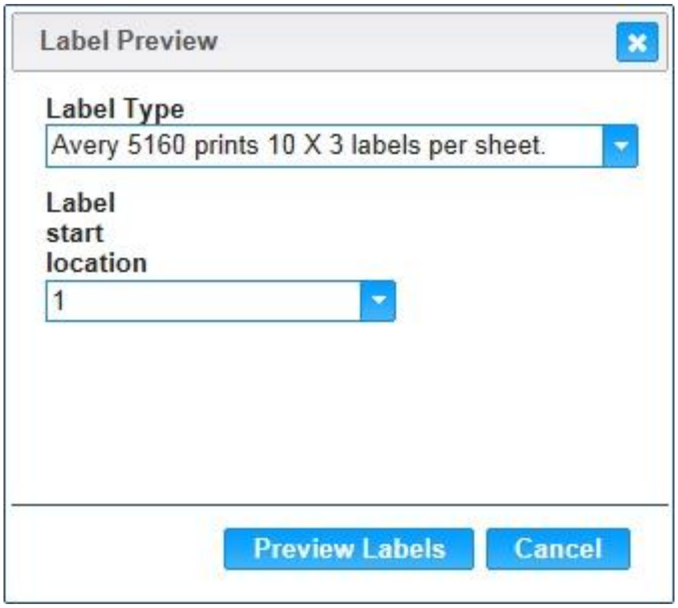


Figure 5.1: Print Labels

- **Label Type –** Drop down list populated with size/styles of address labels
- **Label Start Location –** Drop down list to allow user to select the start location of the print job for the labels
- **Preview Labels –** Opens label preview window
- **Cancel –** Closes the window without printing labels

Navigation Path: Ops Mgmt | Labels | Print Labels Button | Preview Labels

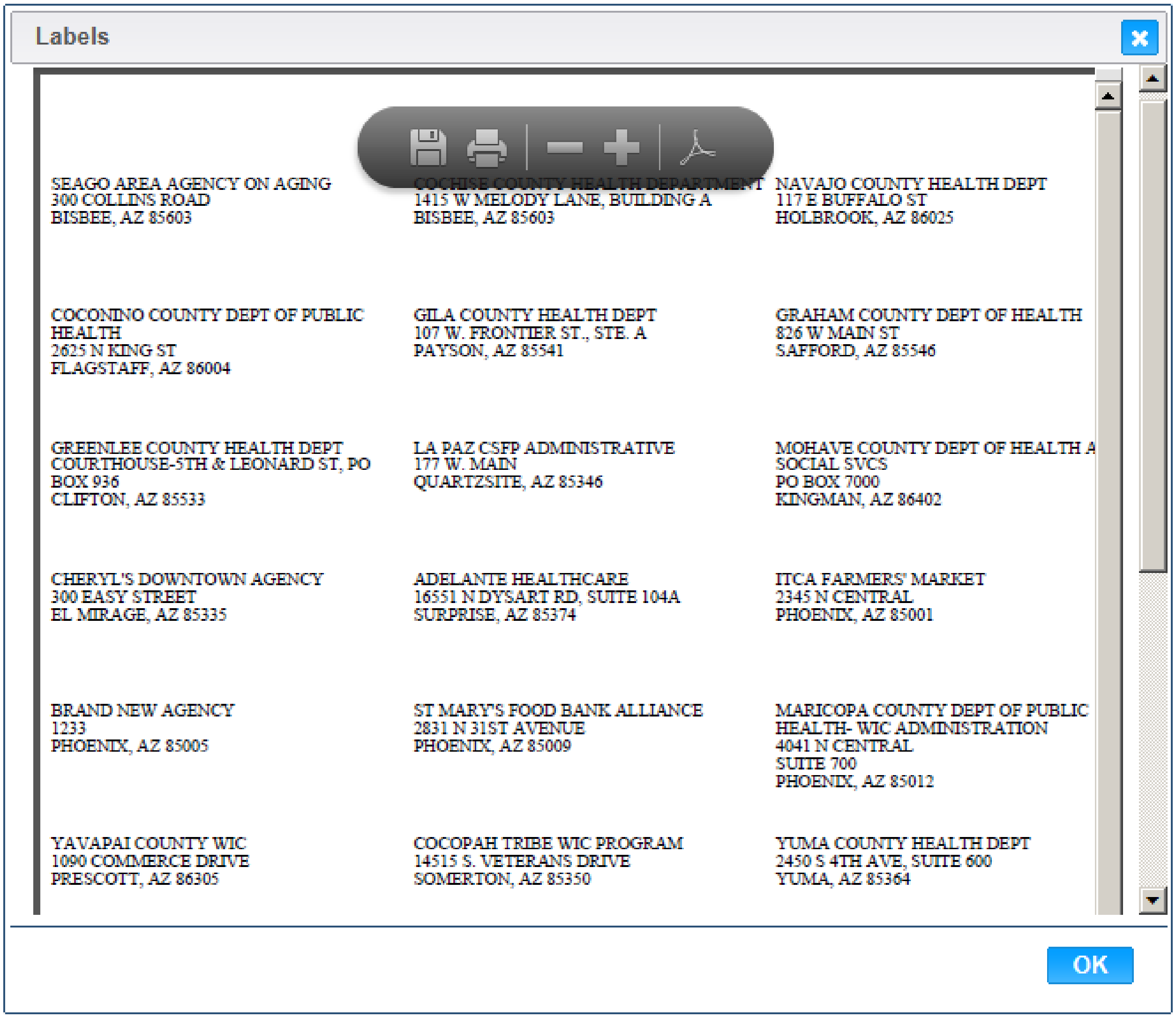


Figure 5.2: Print Labels Preview

- **OK –** Closes the preview window without printing the labels
- **(Adobe Print) –** Press this button once the form has been populated to open the standard desktop print modal. This desktop print modal will allow for multiple copies of the form to be printed and allow for printer selection.
- **(Close Window) –** Closes the window without printing the labels

Calculation(s):

Based on the Avery type selected and the start location, various calculations are made in the Label service to decide how many rows and columns of labels there are for the selected Avery sheet as well as where the system should start creating the labels for.
For example, in Figure 5.2, the Avery selection is a 10x3 sheet, meaning that there are 3 columns and 10 labels per column. If the Label Start Location is set to 2 (not in the example above), the system will start the label creation on the 2nd column first label.

Background Processes:
Once the label calculations are completed, a list of label models are created which have properties that define what the X and Y coordinates are for each label. These coordinates tell the system where on the page, the label needs to go in relation to the page size..

6 TIME STUDY ENTRY

This page is used to capture and maintain individual staff member activity information in a variety of areas such as participant services, nutrition education, and others. Individual staff members at clinics and local agencies enter their activity information which is then combined with other budgeting information to produce Time Study Reports. Authorized users at the State and Local Agencies will have the capability to view the Daily logs for all staff members in their agency.

Navigation Path: Ops Mgmt | Time Study Entry

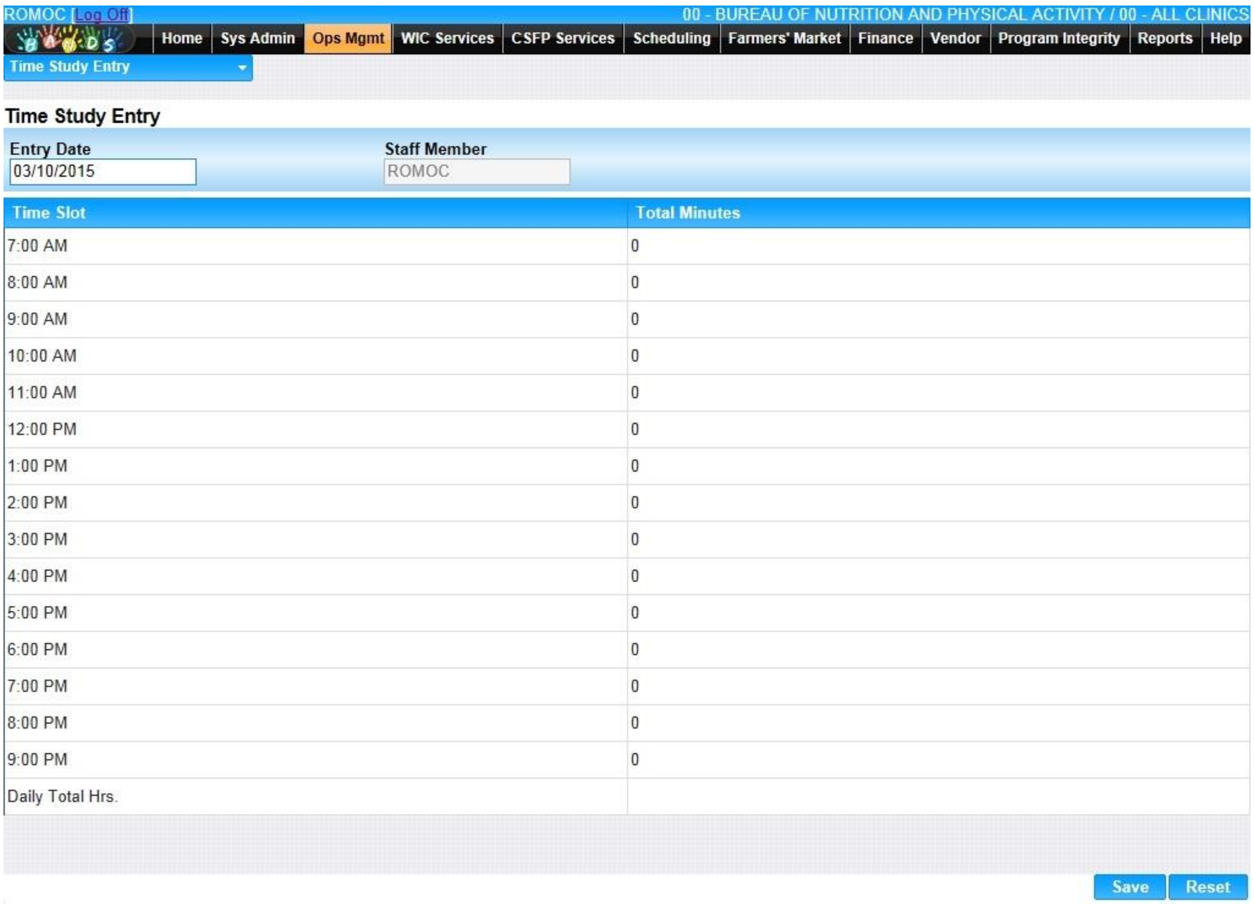


Figure 6: Time Study Entry

Fields:

- **Entry Date –** Date of Time Study Entry being recorded. User may type in the date or select the date using the calendar feature
- **Staff Member –** User ID of Staff Member for which Time Study Entry applies

Buttons:

- **Save –** This button will save the Time Study Entry
- **Reset –** Click Reset to clear the Time Study Entry page

Calculation(s):
The Daily Totals (min) field under each column is totaled by the system by adding the values in each column for the Time Slots from 7am to 9pm. The Hours field under each column is calculated by the system by dividing the value in the Daily Total (min) field by 60.

Background Processes:
The system allows a user with the Time Study Supervisor capability checked off in the Systems Administration Security screen to select other Staff IDs and view or enter time study log information for other staff members in their agency. The system allows the user with the Time Study Supervisor capability to select a Staff ID based upon the agency and clinic entered in the Arizona WIC - [Log On] screen.

7 USER ADMINISTRATION

The User Administration page is used to add and maintain Users within HANDS. This includes their level of access, disabling an account, title assignment, and Trainings. The user's address and phone number information is captured and maintained on this page as well. Information is organized by: Staff ID, Username, First Name, Last Name, Account Disabled, and Access to State Agency.

Navigation Path: Ops Mgmt | User Administration

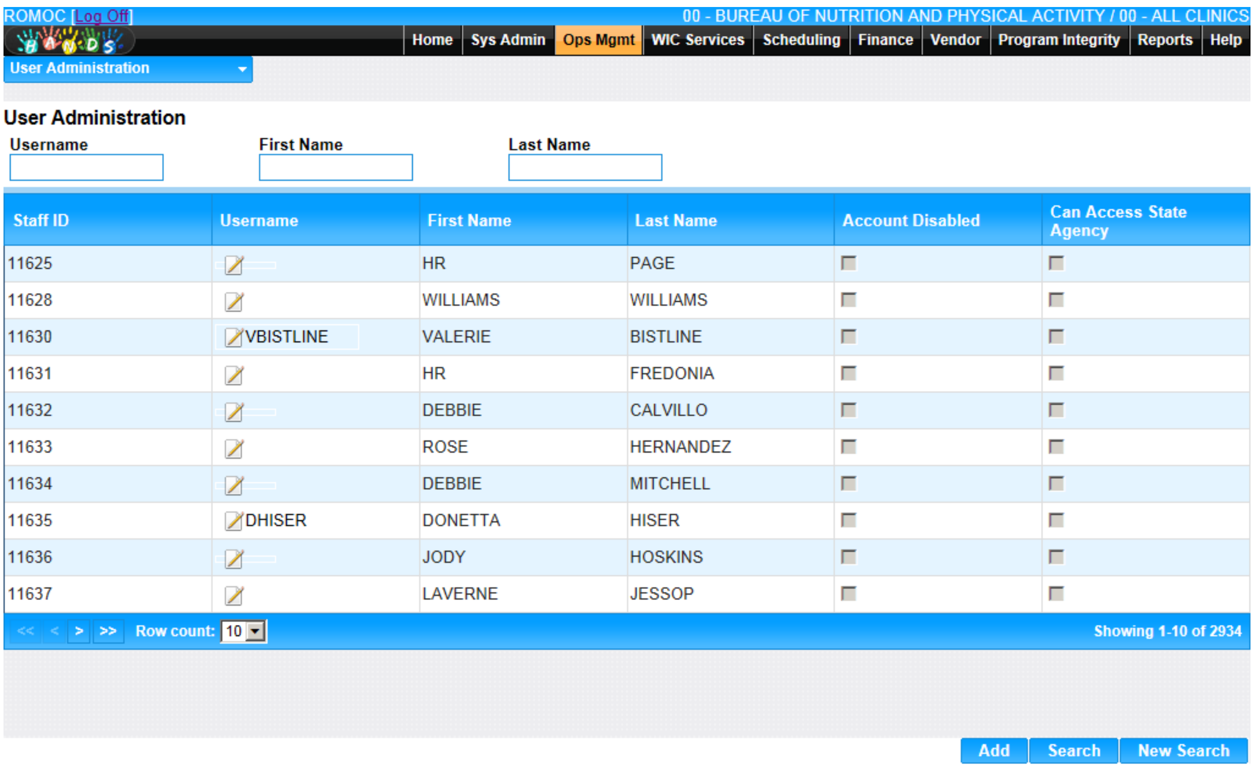


Figure 7: User Administration

Search Fields:

- **Username** – Text field search and find user by their username
- **First Name** – Text field to search and find user by their first name
- **Last Name** – Text field to search and find user by their last name

Search Results Grid (fields are display only):

- **Staff ID** – Staff ID number assigned to the listed user
- **Username** – Username assigned to the listed user
- **First Name** – First name of the user
- **Last Name** – Last name of the user
- **Account Disabled** – Indicator whether or not the user account is disabled
- **Can Access State Agency** – Indicator whether or not the user can access State Agency

Buttons:

- **(Edit Icon) –** Clicking the tablet icon to the left of the Username will allow the user to view and modify the account information for that particular Username.
- **Add –** Add button enables user to give HANDS access to staff member
- **Search –** Clicking this button will cause system to search for the Local Agency and Clinic specified above. *Note: User may also click Enter key for this function.*
- **New Search –** Returns user to initial User Administration search screen

Calculation(s): None

Background Processes:

- *The system automatically loads the page upon entry.*
- *Search is done based on the user selected criteria.*
- *The resulting records provide a link on the name for entry into the edit screen.*

7.1 Add New User

A new user to HANDS will need a member account set up for them. A user with the appropriate roles can add a new staff member account by clicking the Add button on the User Administration Search results page.

Navigation Path: Ops Mgmt | User Administration | Add New User

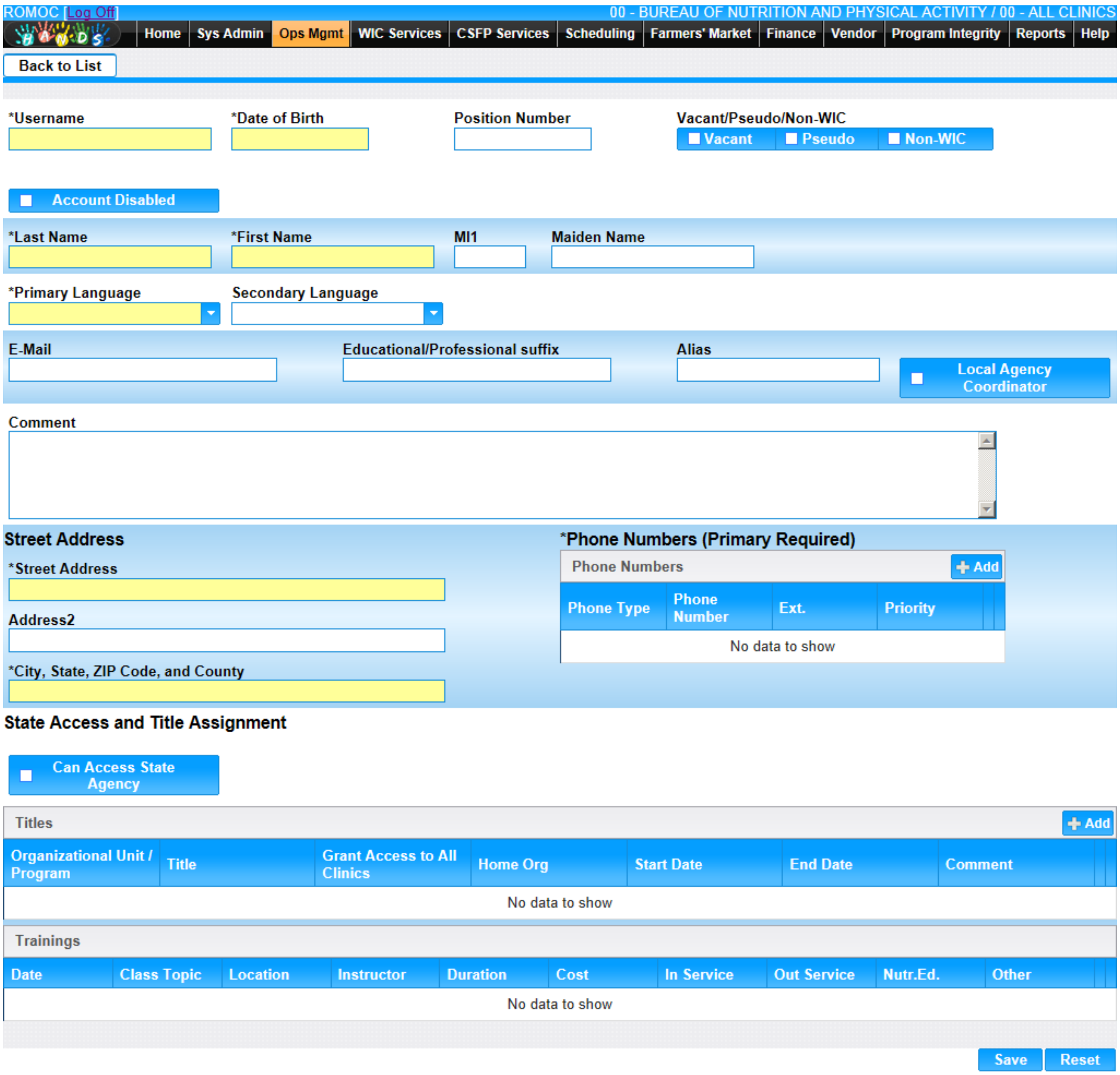


Figure 7.1: Add New User

Fields:

- **Username** – Text field to enter username for staff member
- **Staff ID** – Will display after the record is saved, it is assigned by the system
- **Date of Birth** – Date field to enter the date of birth for the staff member
- **Position Number** – Text field to enter position number for the staff member
- **Vacant / Pseudo / Non-WIC** – The user can select any/all applicable check boxes

- **Account Disabled –** Selection will cause the selected staff account to become inactive
- **Last Name –** Text field to enter the Last Name of the staff member
- **First Name –**Text field to enter the First Name of the staff member
- **MI1 –** Text field to enter the Middle Initial of the staff member
- **Maiden Name –** Text field to enter the Maiden Name of the staff member
- **Primary Language –** Drop down list to select the Primary Language of the staff member
- **Secondary Language –** Drop down list to select the Secondary Language of the staff member
- **Email –** Email format field to enter the email address of the staff member
- **Educational/Professional suffix –** Text field to enter an Educational/Professional suffix for the staff member
- **Alias –** Text field to enter an alias for the staff member
- **Local Agency Coordinator –** Selection indicates the staff member is a Local Agency Coordinator
- **Comment –** Text field for comments

Street Address:

- **Street Address –** Text field to enter street address for staff person
- **Address2 –** Text field to enter street address 2 for staff person
- **City, State, ZIP Code, and Country –** Predictive text field to enter City, State, ZIP, and County of staff person. User begins entering city or zip code information and can select the correct information from the drop down list.

Phone Numbers Grid *(fields are display only)*:

- **Phone Type –** Displays the phone type of the phone number listed
- **Phone Number –** Displays the phone number
- **Ext. –** Displays the extension for the phone number listed
- **Priority –** Displays the priority of the phone number listed
- **Add –** Selection opens the add phone modal

Navigation Path: Ops Mgmt | User Administration | Account Info | Add Phone Numbers

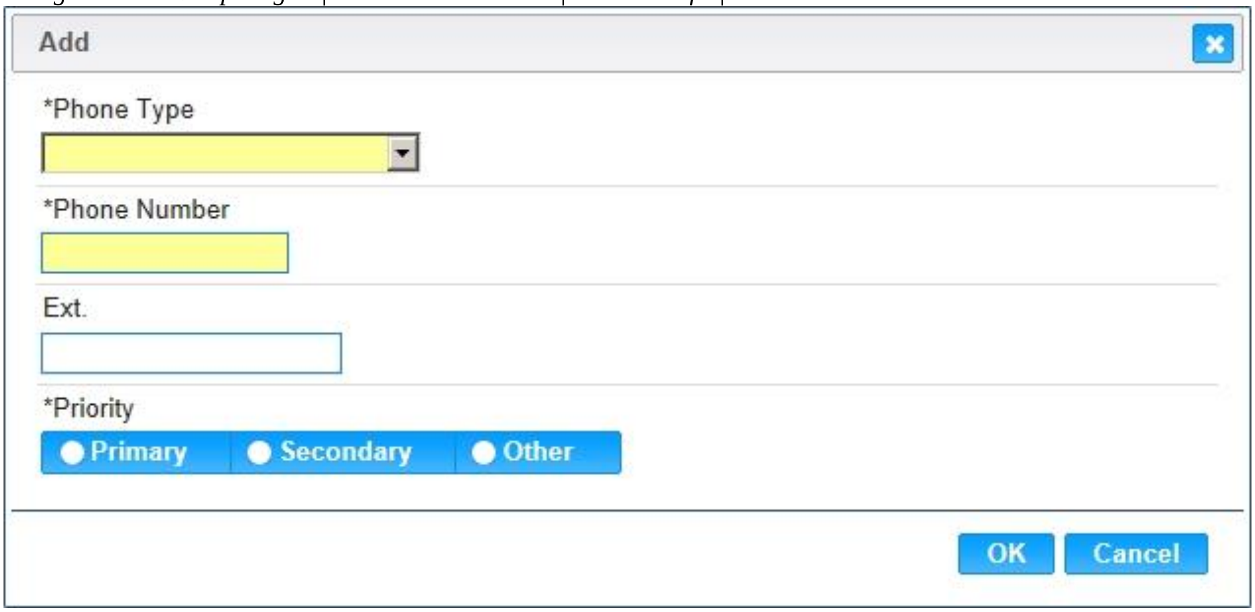


Figure 7.2: Add Phone Numbers

- **Phone Type –** Drop down list populated with phone number types
- **Phone Number –** Numeric field to enter phone number
- **Ext. –** Numeric field to enter extension for phone number
- **Priority –** Radio button selection for phone number. One number must be selected as Primary.
- **OK –** Select to add the phone number information to the grid
- **Cancel –** Closes the window without saving

- **Can Access State Agency** – Radio button selection to indicate if the staff person has State Agency access

Titles Grid *(Fields are display only)*:

- **Organizational Unit / Program** – Displays ID number or name of agency the user has access to.
- **Title** – Displays the two-letter ID and Title assigned for that organizational unit for the staff person.
- **Grant Access to All Clinics –** Displays 'Yes' or 'No' to grant access to all clinics for staff user
- **Home Org –** Displays 'Yes' or 'No' that the organizational unit is the staff persons Home Org
- **Start Date** – Displays date when access will become effective for the organizational unit
- **End Date –** Displays the date when access will become ineffective/end for the organizational unit
- **Add –** User is able to add additional Titles/Organizational Units to the staff person

Navigation Path: Ops Mgmt | User Administration | Account Info | Add Titles

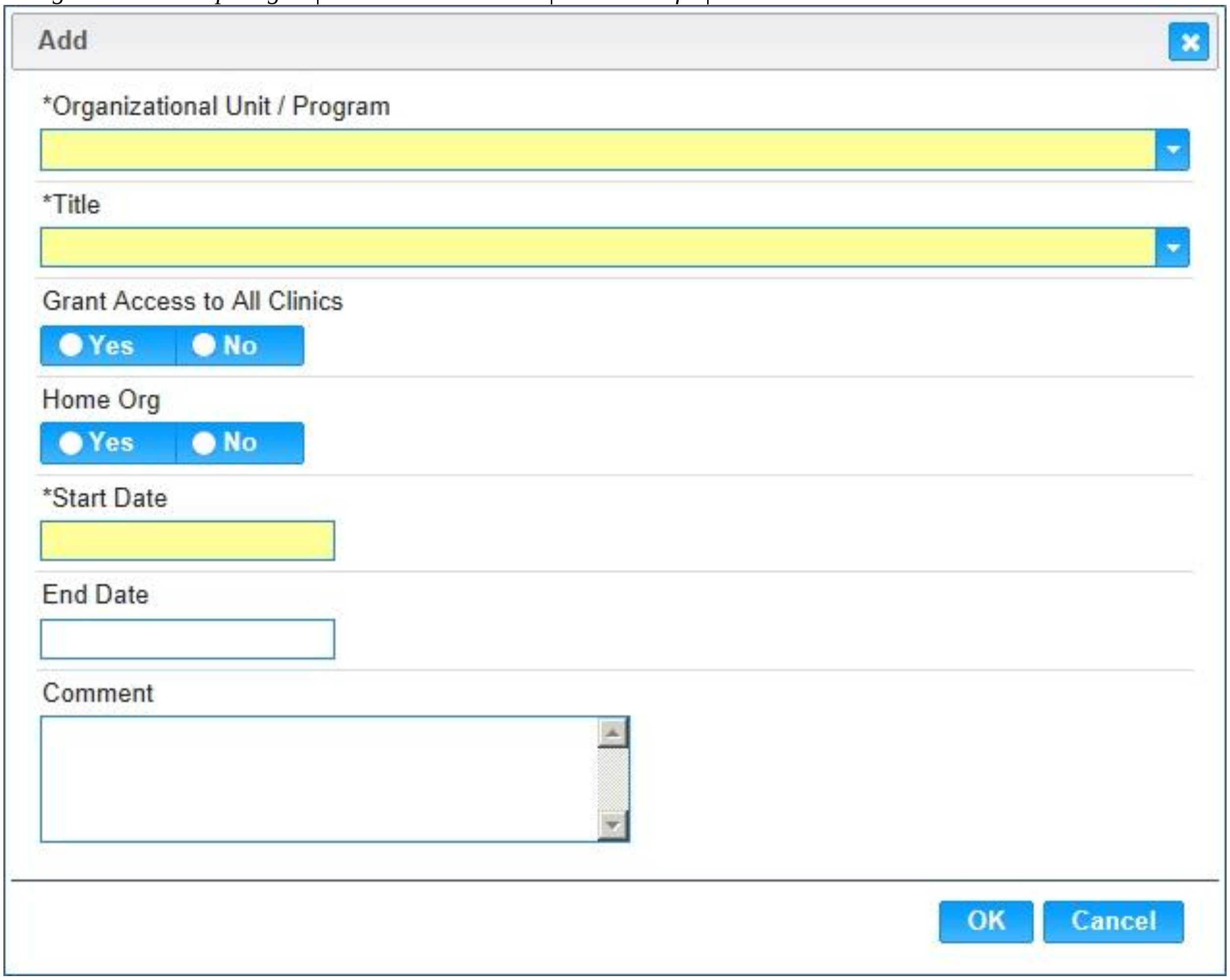


Figure 7.3: Add State Access and Title Assignment

- **Organizational Unit/Program –** Drop down list populated with organization and program information
- **Title –** Drop down list populated with Title information
- **Grant Access to All Clinics –** Radio button selection to allow access to all clinics within the selected Agency
- **Home Org –** Radio button selection to assign the selection organization as the staff member's home organization
- **Start Date –** Calendar selection or enterable date field to identify the start date the staff member has access to the selected organization
- **End Date –** Calendar selection or enterable date field to identify the end date the staff member has access to the selected organization
- **Comment** – Free text field for comments

Trainings Grid *(fields are display only)*:

- **Date –** Date of training attended
- **Class Topic –** Topic of training class attended
- **Location –** Location of training attended

- **Instructor –** Name of instructor of training class attended
- **Duration –** Duration of training class attended
- **Cost –** Cost of training class attended
- **In Service –** Yes or No indicator for training class attended
- **Out Service –** Yes or No indicator for training class attended
- **Nutr. Ed. –** Yes or No indicator for training class attended
- **Other -** Yes or No indicator for training class attended

Calculation(s): None

Background Processes:

- *System checks to make sure that there is a primary number for the staff being added*
- *All required fields are validated.*
- *Upon clicking Save, a staff ID is created to uniquely identify the user.*
- *Titles and Training are linked to the Staff in the database.*
- *By clicking the state "Can Access State Agency" button, the user is flagged as a user that when logged in, can access state level functionality within the system.*

7.2 Edit User Account Information

A user can edit and exiting staff member account by selecting the link on the Username field on the Search results page. All fields on the existing staff member page can updated except the Staff ID field and Trainings. Below is a screen shot of the page with existing user information.

Navigation Path: Ops Mgmt | User Administration | Edit Account Info

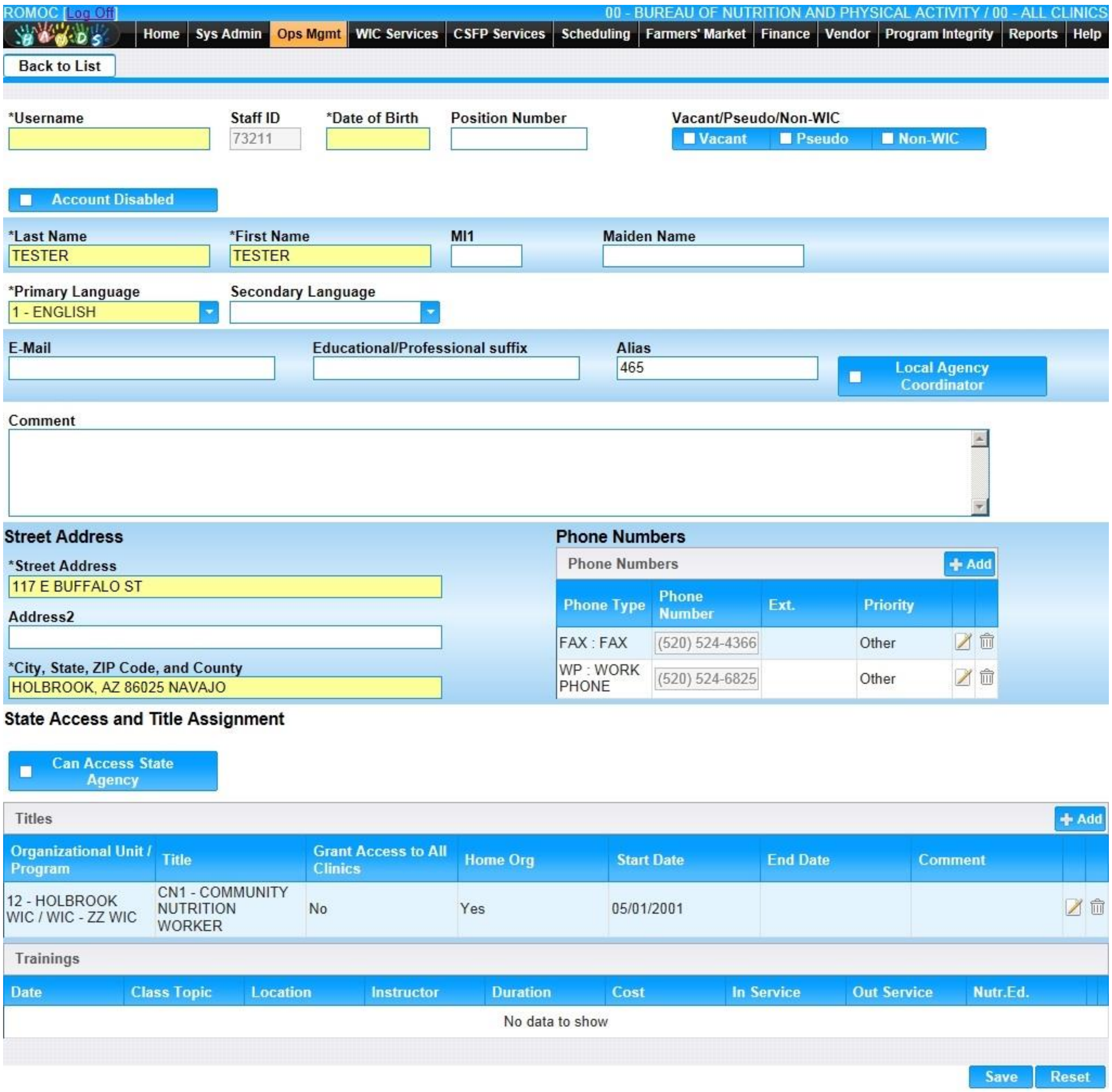


Figure 7.4: Edit Account Info

Buttons:

- **(Edit Icon) –** This button allows the user to modify the staff person’s phone numbers and/or job titles.
- **(Delete Icon)** – Clicking this button will erase the staff person’s phone numbers and/or job titles.
- **Save** – This button will save edits to the staff record
- **Reset** – Clicking Reset will clear fields that have not already been saved.

Calculation(s): None

Background Processes:

- *Clicking the check boxes within the User Administration modal will affect the user’s access to various parts of the HANDS system. For example, clicking this box will cause the specified staff account to become inactive.*
- *System checks to make sure that there is a primary number for the staff being added*

8 BASE TABLES

The Operations Management base tables are used to configure different values through-out the system. A common use of a base table is to supply the values for a drop down list, which allows the user to select from a designated value to populate a field. The Operations Management base tables can be found under the Sys Admin tab by clicking on the Ops. Mgmt. Base Tables menu, the list of available base tables is displayed.

8.1 Clinic Closed Reasons

Current records for Clinic Closed Reasons will appear in the grid. The user can add additional Clinic Closed Reasons to this base table by selecting the Add button. If any entry is modified via the **(Edit Icon),** the Date Modified and Modified By fields are populated. Also, a record can be removed from the base table by using the **(Delete Icon).** The informative message, "Record saved successfully" appears in yellow when no errors have occurred during the save.

Navigation Path: Sys Admin | Ops. Mgmt. Base Tables | Clinic Closed Reasons

Figure 8: Clinic Closed Reasons

Fields (Display only on the grid):

- **Clinic Closed Reason ID –** ID assigned to the reason record
- **Description –** Description of the clinic closed reason
- **Date Created –** Date record created
- **Created By –** Username of who created the record
- **Date Modified –** Date the record was modified
- **Modified By –** Username of who modified the record

Buttons:

- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing

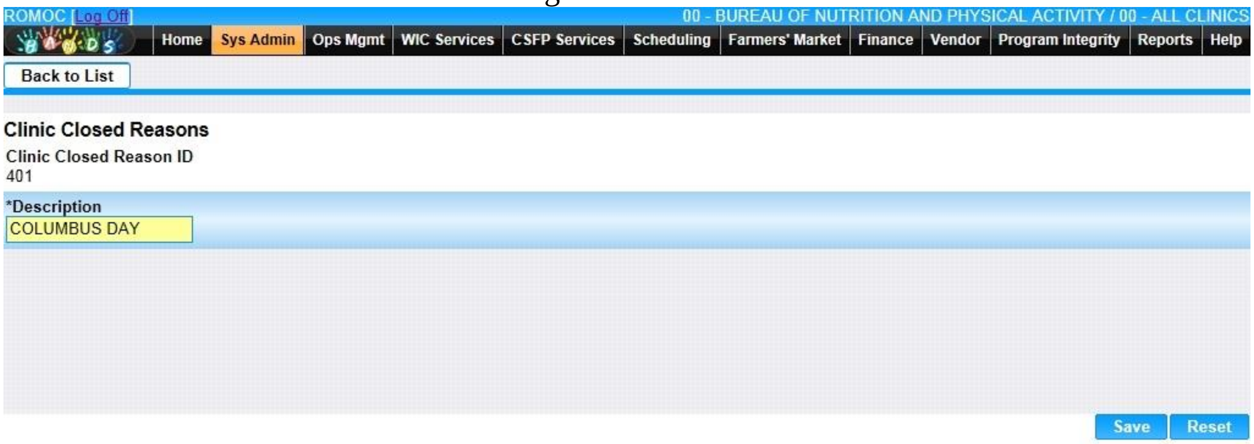


Figure 8.1: Clinic Closed Reasons Edit

  - **Save –** Saves any edited information
  - **Reset –** Removes edited data and restores fields to previous values
  - **Back to List –** Navigates user back to Clinic Closed Reasons grid

- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted

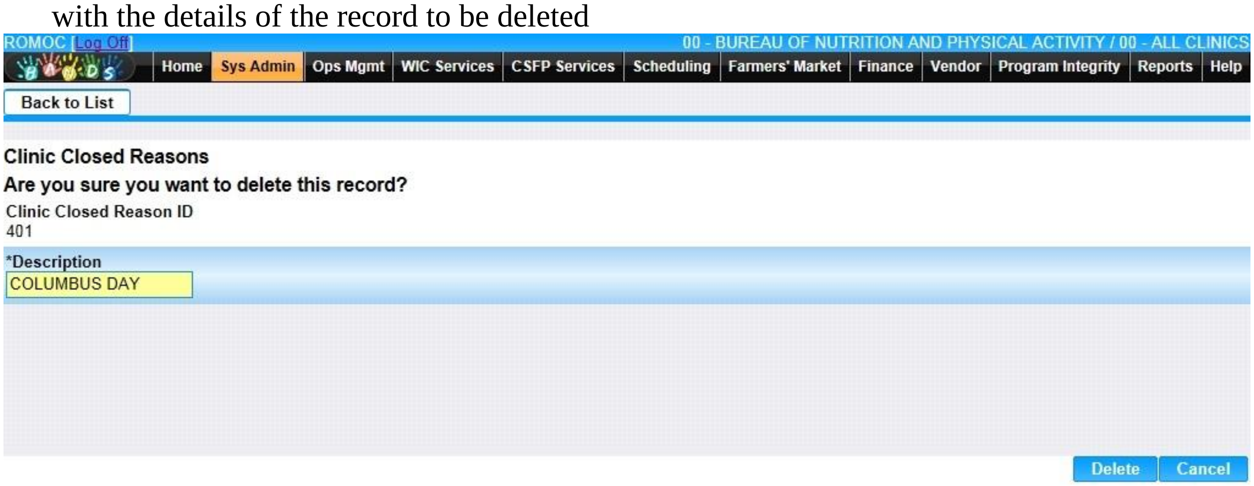


Figure 8.2: Clinic Closed Reasons Delete

  - **Delete –** Deletes the record
  - **Cancel –** Closes the window without saving
  - **Back to List –** Navigates user back to Clinic Closed Reasons grid

- **Add –** When selected navigation will switch to the Add screen

Figure 8.3: Clinic Closed Reasons Add

  - **Save –** Saves any entered information and creates a new record
  - **Reset –** Removes entered data and restores fields to previous values
  - **Back to List –** Navigates user back to Clinic Closed Reasons grid

8.2 Outreach Comm Types

Current records for Outreach Comm Types will appear in the grid. The user can add additional Outreach Comm Types to this base table by selecting the Add button. If any entry is modified via the **(Edit Icon),** the Date Modified and Modified By fields are populated. Also, a record can be removed from the base table by using the **(Delete Icon).** The informative message, “Record saved successfully” appears in yellow when no errors have occurred during the save.

Navigation Path: Sys Admin | Ops. Mgmt. Base Tables | Outreach Comm Types

Figure 8.4: Outreach Comm Types

Fields (Display only on the grid):

- **Outreach Comm Type Code –** Code assigned to the Comm Type record
- **Description –** Description of the Outreach Comm Type record
- **Date Created –** Date record created
- **Created By –** Username of who created the record
- **Date Modified –** Date the record was modified
- **Modified By –** Username of who modified the record
- **Note –** Note regarding the Outreach Comm Type record

Buttons:

- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing

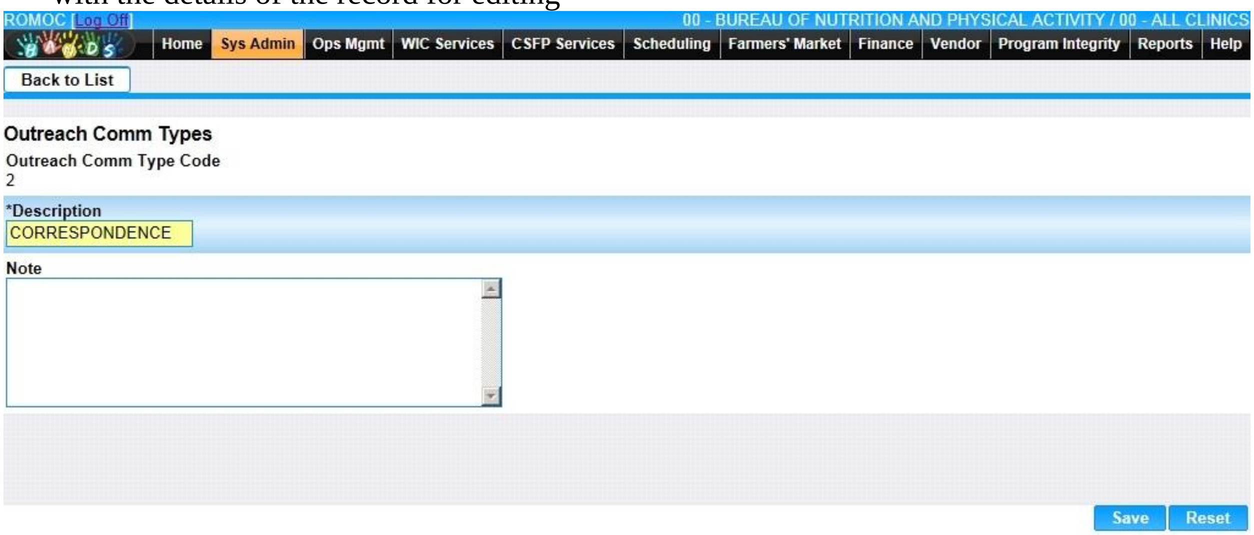


Figure 8.5: Outreach Comm Types Edit

  - **Save –** Saves any edited information
  - **Reset –** Removes entered data and restores fields to previous values
  - **Back to List –** Navigates user back to Outreach Comm Types grid

- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted

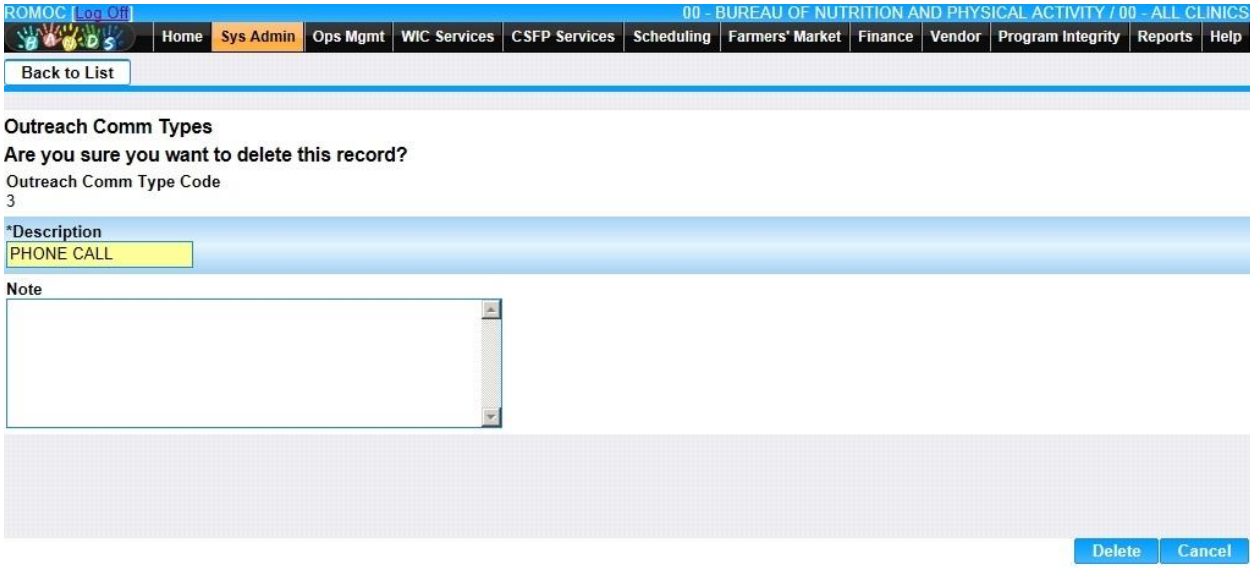


Figure 8.6: Outreach Comm Types Delete

  - **Delete –** Deletes the record
  - **Cancel –** Closes the window without saving
  - **Back to List –** Navigates user back to Outreach Comm Types grid

- **Add –** When selected navigation will switch to the Add screen

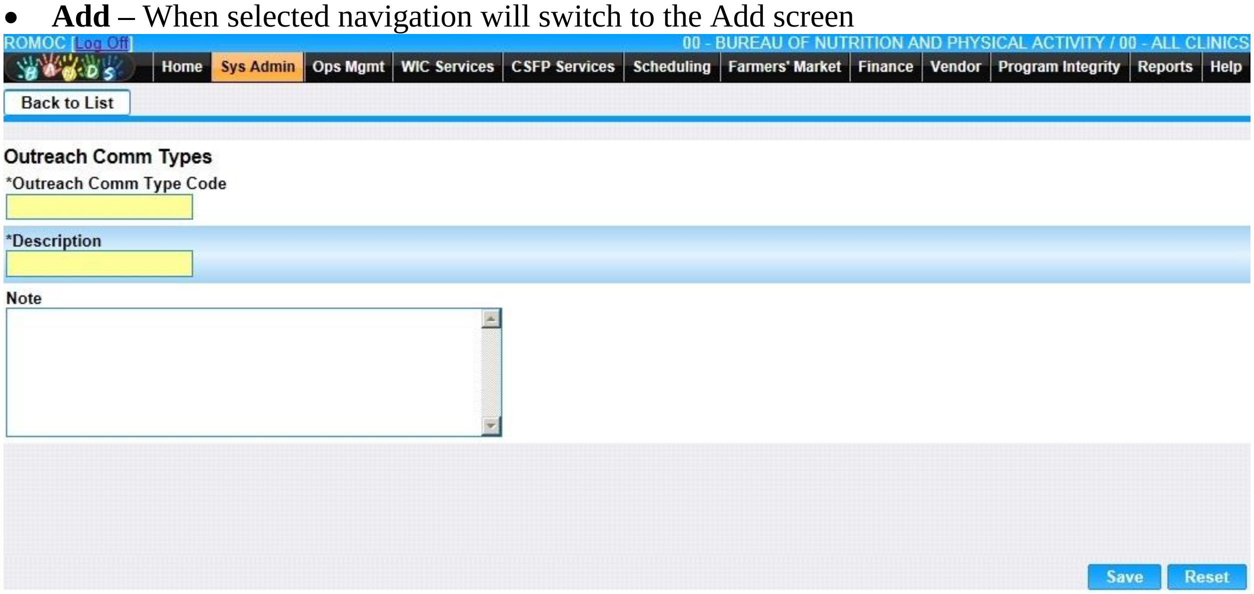


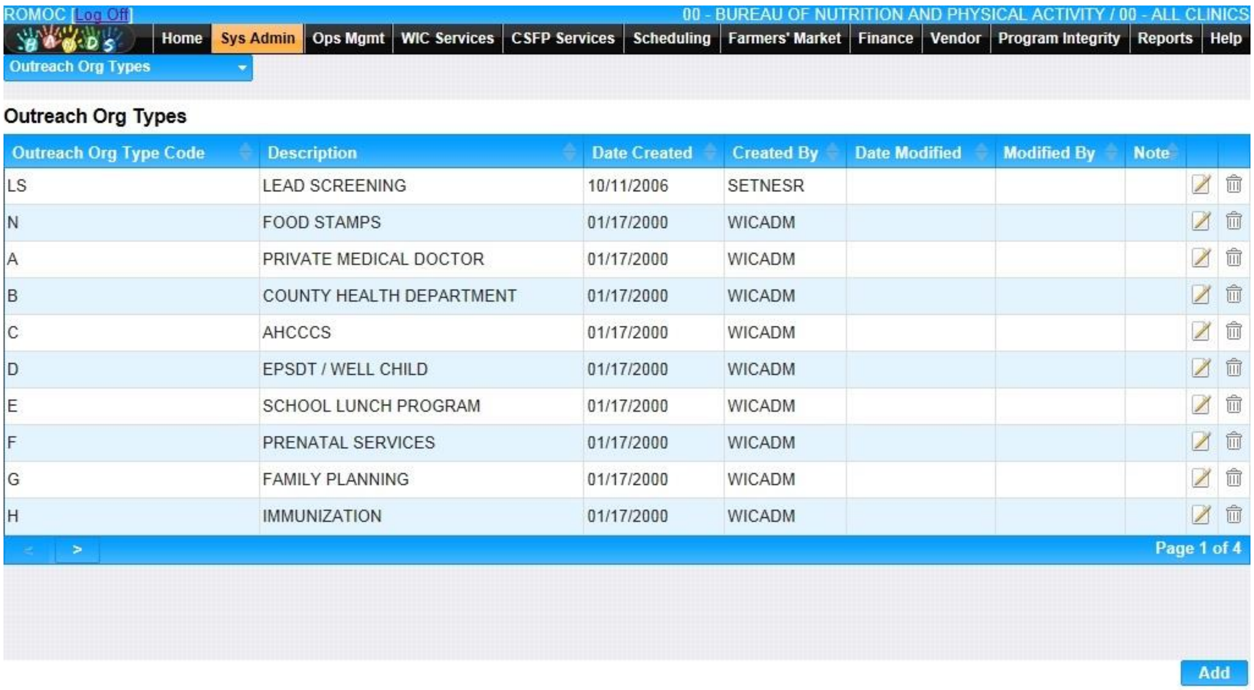
Figure 8.7: Outreach Comm Types Add

  - **Save –** Saves any entered information and creates a new record
  - **Reset –** Removes entered data and restores fields to previous values
  - **Back to List –** Navigates user back to Outreach Comm Types grid

8.3 Outreach Org. Types

Current records for Outreach Org. Types will appear in the grid. The user can add additional Outreach Org. Types to this base table by selecting the Add button. If any entry is modified via the **(Edit Icon),** the Date Modified and Modified By fields are populated. Also, a record can be removed from the base table by using the **(Delete Icon).** The informative message, "Record saved successfully" appears in yellow when no errors have occurred during the save.

Navigation Path: Sys Admin | Ops. Mgmt. Base Tables | Outreach Org. Types



Outreach Org Type Code	Description	Date Created	Created By	Date Modified	Modified By	Note		
LS	LEAD SCREENING	10/11/2006	SETNESR					
N	FOOD STAMPS	01/17/2000	WICADM					
A	PRIVATE MEDICAL DOCTOR	01/17/2000	WICADM					
B	COUNTY HEALTH DEPARTMENT	01/17/2000	WICADM					
C	AHCCCS	01/17/2000	WICADM					
D	EPSDT / WELL CHILD	01/17/2000	WICADM					
E	SCHOOL LUNCH PROGRAM	01/17/2000	WICADM					
F	PRENATAL SERVICES	01/17/2000	WICADM					
G	FAMILY PLANNING	01/17/2000	WICADM					
H	IMMUNIZATION	01/17/2000	WICADM					

Figure 8.8: Outreach Org. Types

Fields (Display only on the grid):

- **Outreach Org. Type Code –** Code assigned to the Org Type record
- **Description –** Description of the Outreach Org Type record
- **Date Created –** Date record created
- **Created By –** Username of who created the record
- **Date Modified –** Date the record was modified
- **Modified By –** Username of who modified the record
- **Note –** Note regarding the Outreach Org Type record

Buttons:

- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing

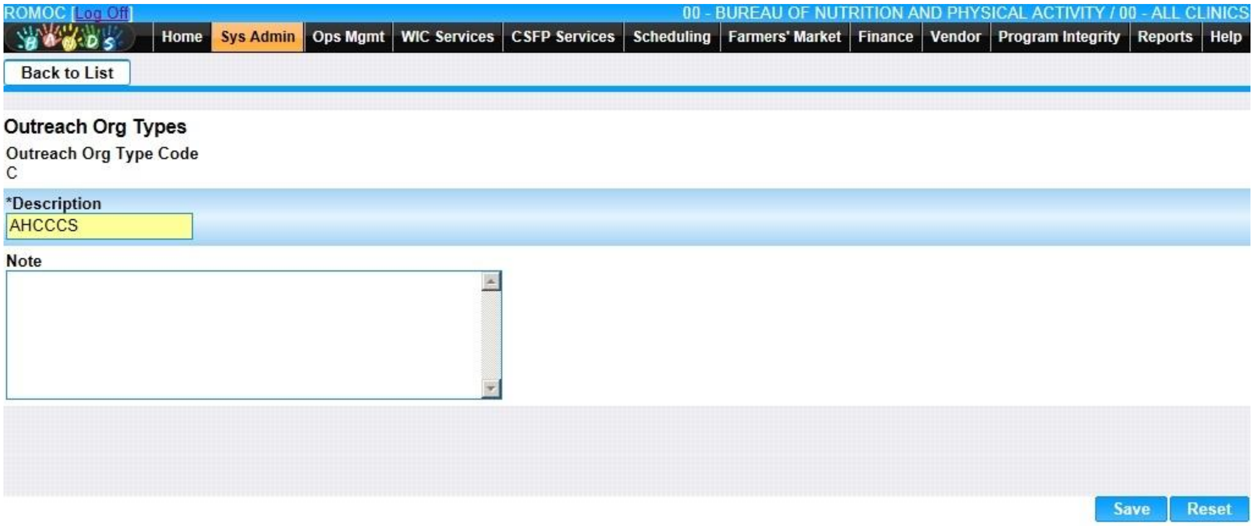


Figure 8.9: Outreach Org. Types Edit

- **Save –** Saves any edited information
- **Reset –** Removes entered data and restores fields to previous values
- **Back to List –** Navigates user back to Outreach Org Types grid

- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted

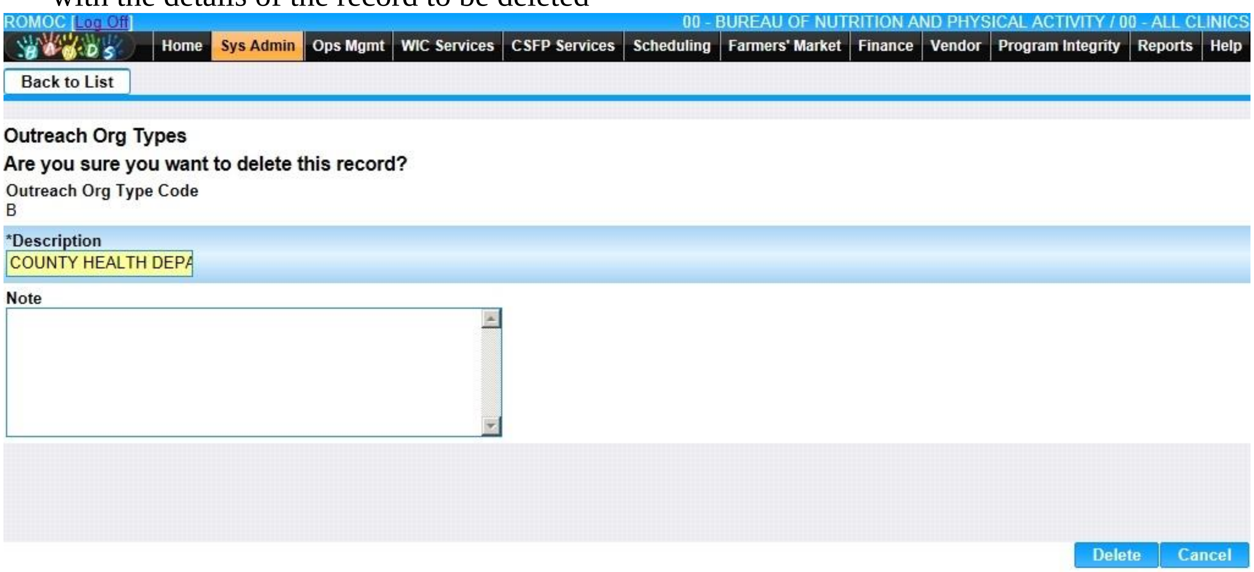


Figure 8.10: Outreach Org. Types Delete

- **Delete –** Deletes the record
- **Cancel –** Closes the window without saving
- **Back to List –** Navigates user back to Outreach Org Types grid

- **Add** – When selected navigation will switch to the Add screen

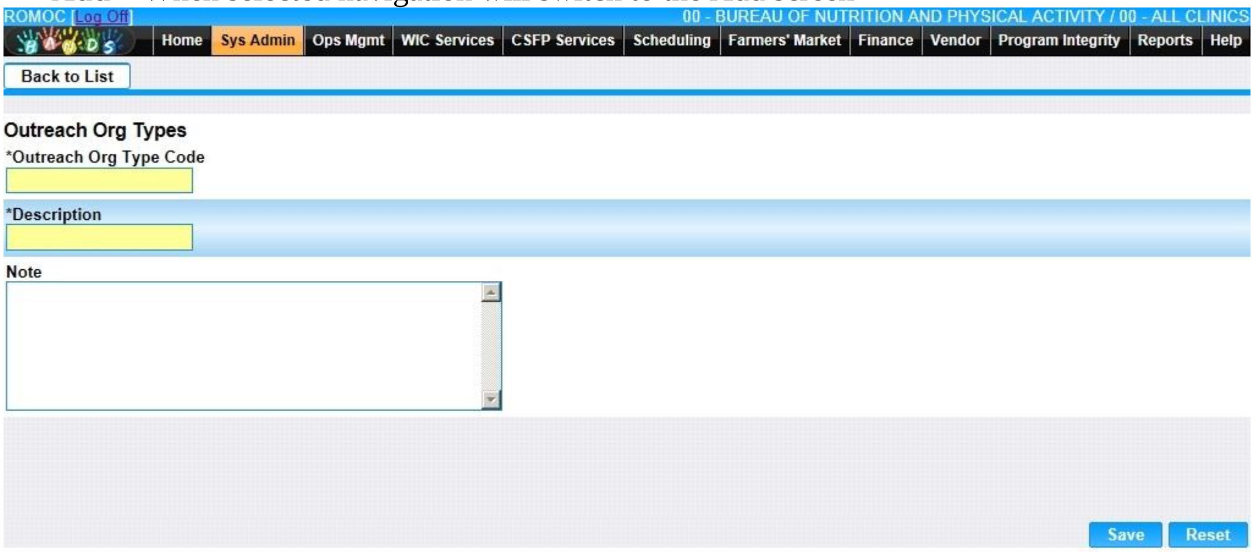


Figure 8.11: Outreach Org. Types Add

  - **Save** – Saves any entered information and creates a new record
  - **Reset** – Removes entered data and restores fields to previous values
  - **Back to List** – Navigates user back to Outreach Org Types grid

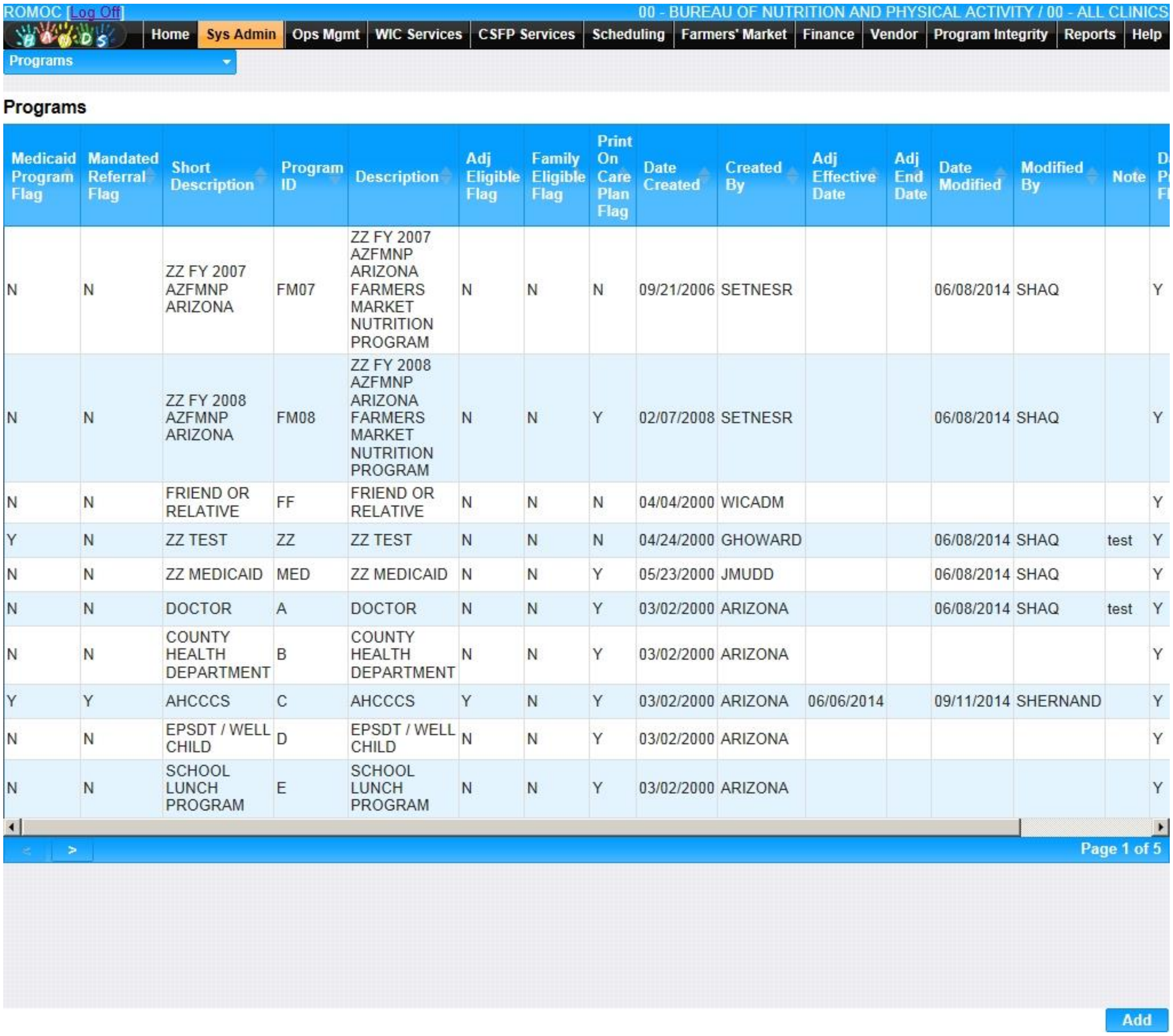
Calculation(s): None

Background Processes:

8.4 Programs

Current records for Programs will appear in the grid. The user can add additional Programs to this base table by selecting the Add button. If any entry is modified via the **(Edit Icon),** the Date Modified and Modified By fields are populated. Also, a record can be removed from the base table by using the **(Delete Icon).** The informative message, “Record saved successfully” appears in yellow when no errors have occurred during the save

Navigation Path: Sys Admin | Ops. Mgmt. Base Tables | Programs



Medicaid Program Flag	Mandated Referral Flag	Short Description	Program ID	Description	Adj Eligible Flag	Family Eligible Flag	Print On Care Plan Flag	Date Created	Created By	Adj Effective Date	Adj End Date	Date Modified	Modified By	Note	D P F
N	N	ZZ FY 2007 AZFMNP ARIZONA	FM07	ZZ FY 2007 AZFMNP ARIZONA FARMERS MARKET NUTRITION PROGRAM	N	N	N	09/21/2006	SETNESR			06/08/2014	SHAQ		Y
N	N	ZZ FY 2008 AZFMNP ARIZONA	FM08	ZZ FY 2008 AZFMNP ARIZONA FARMERS MARKET NUTRITION PROGRAM	N	N	Y	02/07/2008	SETNESR			06/08/2014	SHAQ		Y
N	N	FRIEND OR RELATIVE	FF	FRIEND OR RELATIVE	N	N	N	04/04/2000	WICADM						Y
Y	N	ZZ TEST	ZZ	ZZ TEST	N	N	N	04/24/2000	GHOWARD			06/08/2014	SHAQ	test	Y
N	N	ZZ MEDICAID	MED	ZZ MEDICAID	N	N	Y	05/23/2000	JMUDD			06/08/2014	SHAQ		Y
N	N	DOCTOR	A	DOCTOR	N	N	Y	03/02/2000	ARIZONA			06/08/2014	SHAQ	test	Y
N	N	COUNTY HEALTH DEPARTMENT	B	COUNTY HEALTH DEPARTMENT	N	N	Y	03/02/2000	ARIZONA						Y
Y	Y	AHCCCS	C	AHCCCS	Y	N	Y	03/02/2000	ARIZONA	06/06/2014		09/11/2014	SHERNAND		Y
N	N	EPSDT / WELL CHILD	D	EPSDT / WELL CHILD	N	N	Y	03/02/2000	ARIZONA						Y
N	N	SCHOOL LUNCH PROGRAM	E	SCHOOL LUNCH PROGRAM	N	N	Y	03/02/2000	ARIZONA						Y

Figure 8.12: Programs

Fields (Display only on the grid):

- **Medicaid Program Flag –** Yes/No indicator for Medicaid program
- **Mandated Referral Flag –** Yes/No indicator for mandated referral
- **Short Description –** Short description of the record
- **Program ID –** ID assigned to the Program record
- **Description –** Description of the Program record
- **Adj Eligible Flag –** Yes/No indicator for Adj Eligibility
- **Family Eligible Flag –** Yes/No indicator for Family Eligibility
- **Print On Care Plan Flag –** Yes/No indicator whether or not the Program will be printed on the Care Plan
- **Date Created –** Date record created
- **Created By –** Username of the person that created the record
- **Adj Effective Date –** Effective date the Program is Adjunct eligible

- **Adj End Date –** End date the Program is no longer Adjunct eligible
- **Date Modified –** Date the record was modified
- **Modified By –** Username of the person who modified the record
- **Note –** Note regarding the Program record
- **Data Privacy Flag –** Yes/No indicator for Data Privacy
- **Dp Active Flag –** Yes/No indicator if Data Privacy is active for the Program

Buttons:

- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing

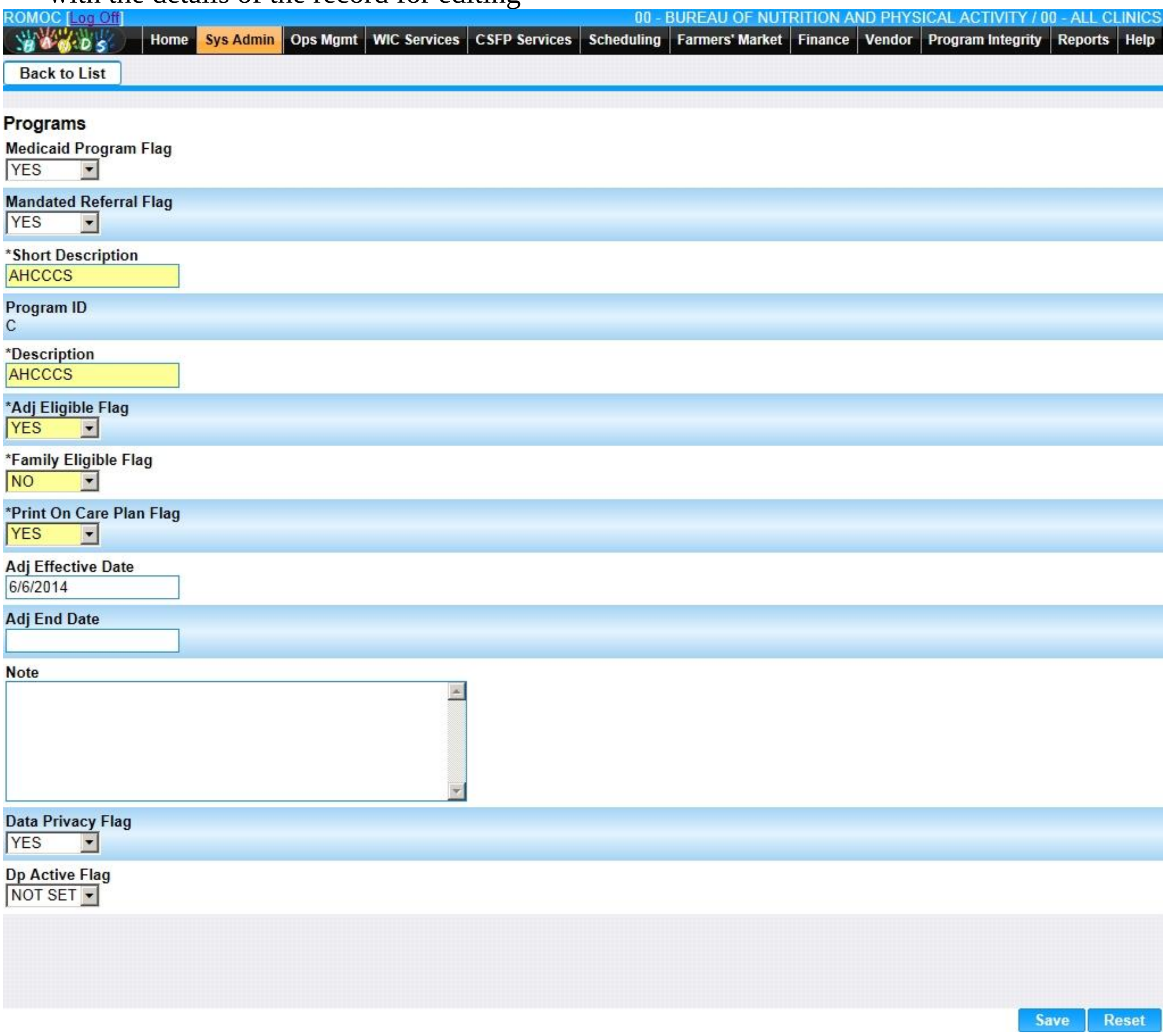


Figure 8.13: Programs Edit

- **Save –** Saves any edited information
- **Reset –** Removes entered data and restores fields to previous values
- **Back to List –** Navigates user back to Programs grid

- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted

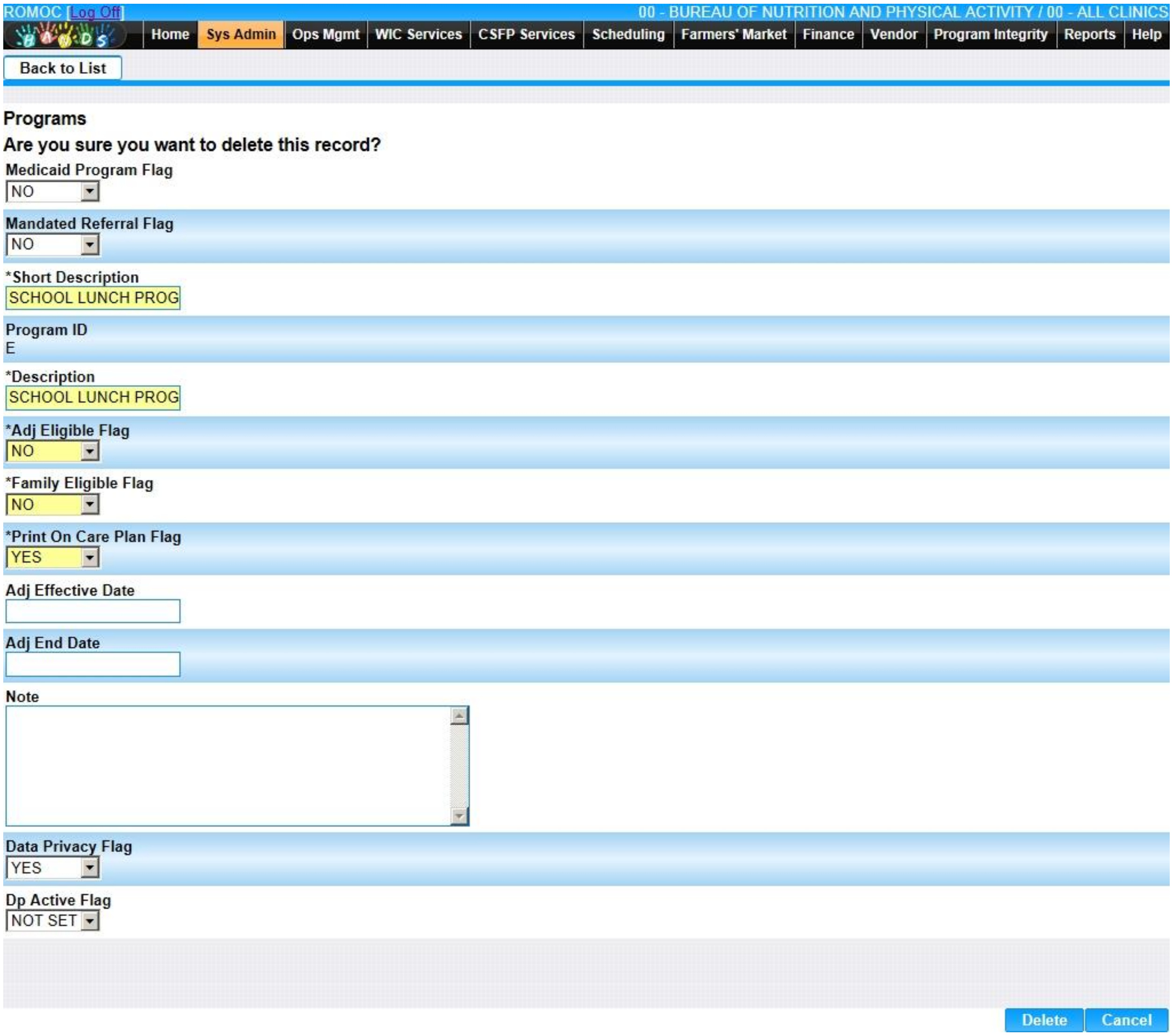


Figure 8.14: Programs Delete

- **Delete –** Deletes the record
- **Cancel –** Closes the window without saving
- **Back to List –** Navigates user back to Programs grid

- **Add –** When selected navigation will switch to the Add screen

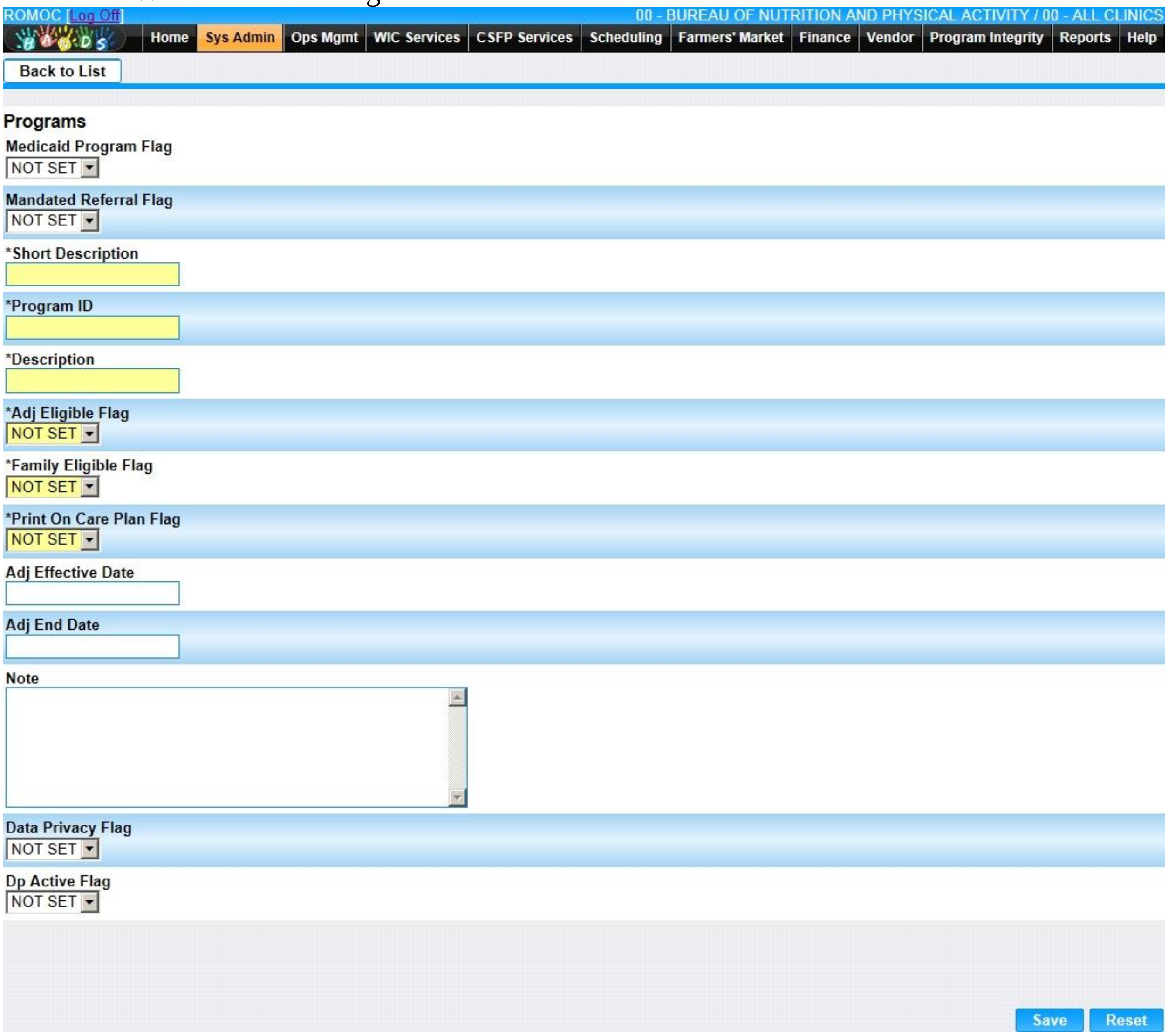


Figure 8.15: Programs Add

  - **Save –** Saves any entered information and creates a new record
  - **Reset –** Removes entered data and restores fields to previous values
  - **Back to List –** Navigates user back to Programs grid

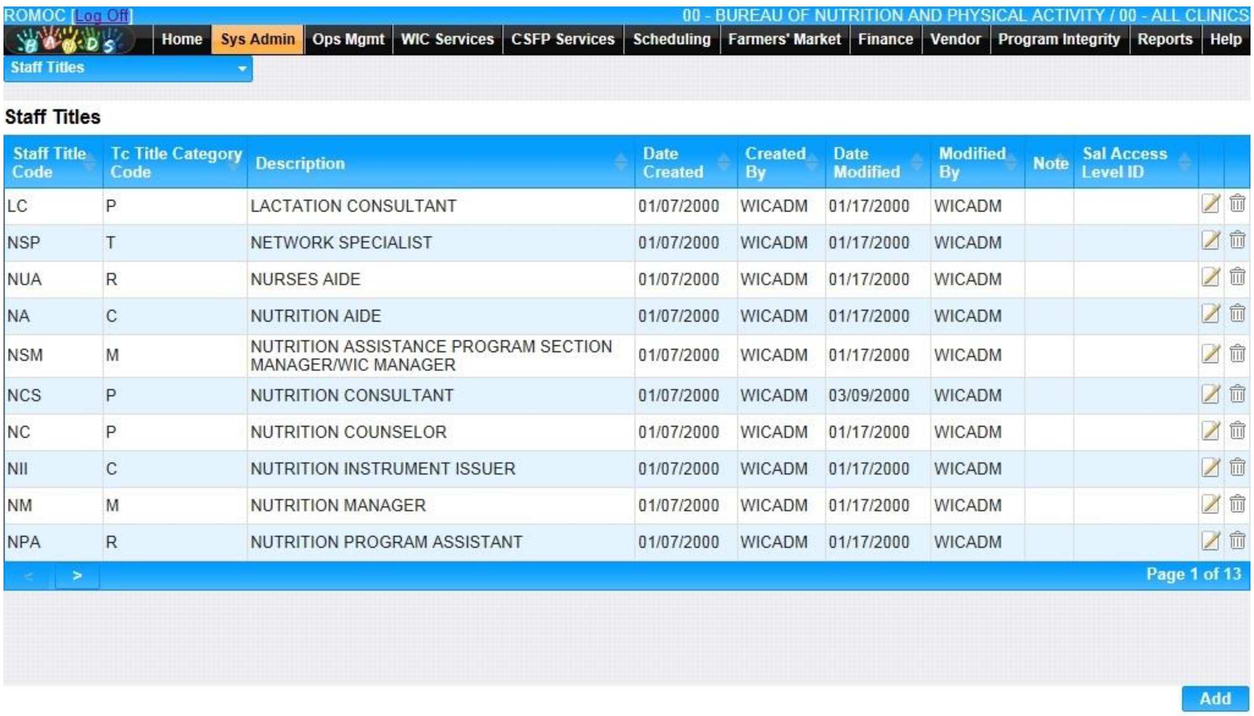
Calculation(s): None

Background Processes:

8.5 Staff Titles

Current records for Staff Titles will appear in the grid. The user can add additional Staff Titles to this base table by selecting the Add button. If any entry is modified via the **(Edit Icon),** the Date Modified and Modified By fields are populated. Also, a record can be removed from the base table by using the **(Delete Icon).** The informative message, "Record saved successfully" appears in yellow when no errors have occurred during the save.

Navigation Path: Sys Admin | Ops. Mgmt. Base Tables | Staff Titles



Staff Title Code	Tc Title Category Code	Description	Date Created	Created By	Date Modified	Modified By	Note	Sal Access Level ID
LC	P	LACTATION CONSULTANT	01/07/2000	WICADM	01/17/2000	WICADM		
NSP	T	NETWORK SPECIALIST	01/07/2000	WICADM	01/17/2000	WICADM		
NUA	R	NURSES AIDE	01/07/2000	WICADM	01/17/2000	WICADM		
NA	C	NUTRITION AIDE	01/07/2000	WICADM	01/17/2000	WICADM		
NSM	M	NUTRITION ASSISTANCE PROGRAM SECTION MANAGER/WIC MANAGER	01/07/2000	WICADM	01/17/2000	WICADM		
NCS	P	NUTRITION CONSULTANT	01/07/2000	WICADM	03/09/2000	WICADM		
NC	P	NUTRITION COUNSELOR	01/07/2000	WICADM	01/17/2000	WICADM		
NII	C	NUTRITION INSTRUMENT ISSUER	01/07/2000	WICADM	01/17/2000	WICADM		
NM	M	NUTRITION MANAGER	01/07/2000	WICADM	01/17/2000	WICADM		
NPA	R	NUTRITION PROGRAM ASSISTANT	01/07/2000	WICADM	01/17/2000	WICADM		

Figure 8.16: Staff Titles

Fields (Display only on the grid):

- **Staff Title Code –** Code assigned to the Staff Title record
- **Tc Title Category Code –** Category Code assigned to the Staff Title record
- **Description –** Description of the Staff Title
- **Date Created –** Date record created
- **Created By –** Username of who created the record
- **Date Modified –** Date the record was modified
- **Modified By –** Username of who modified the record
- **Note –** Note regarding the Outreach Comm Type record
- **Sal Access Level ID –** Numeric code assigned to the Staff Title record

Buttons:

- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing

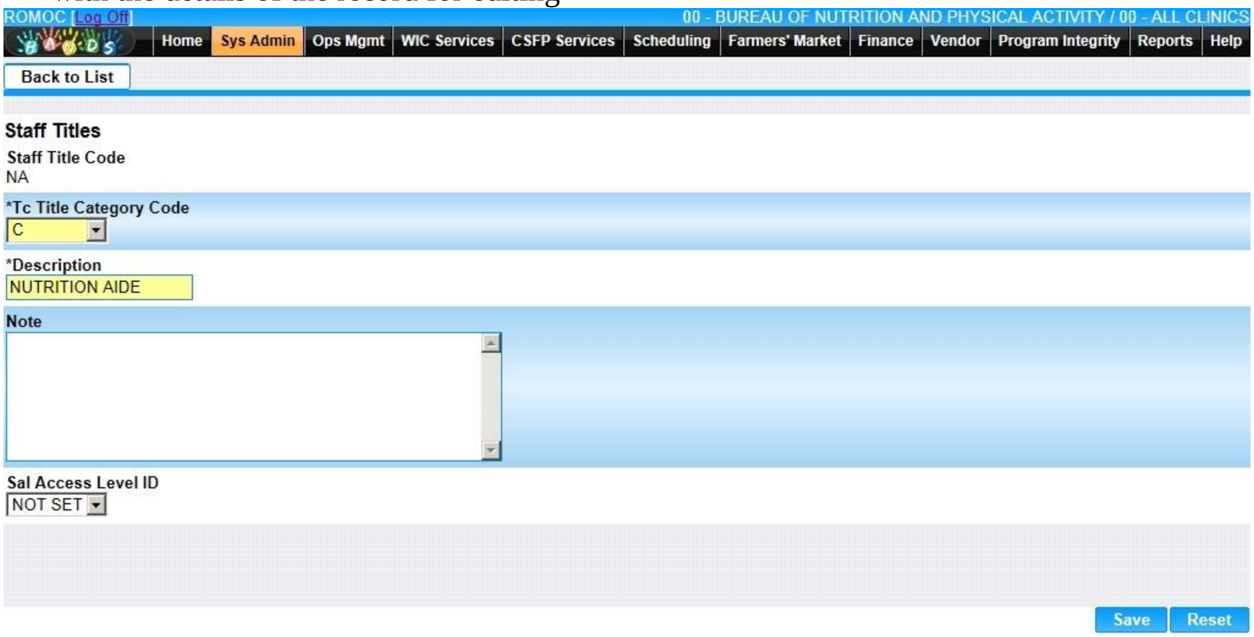


Figure 8.17: Staff Titles Edit

- **Save –** Saves any edited information
- **Reset –** Removes entered data and restores fields to previous values
- **Back to List –** Navigates user back to Staff Titles grid

- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted

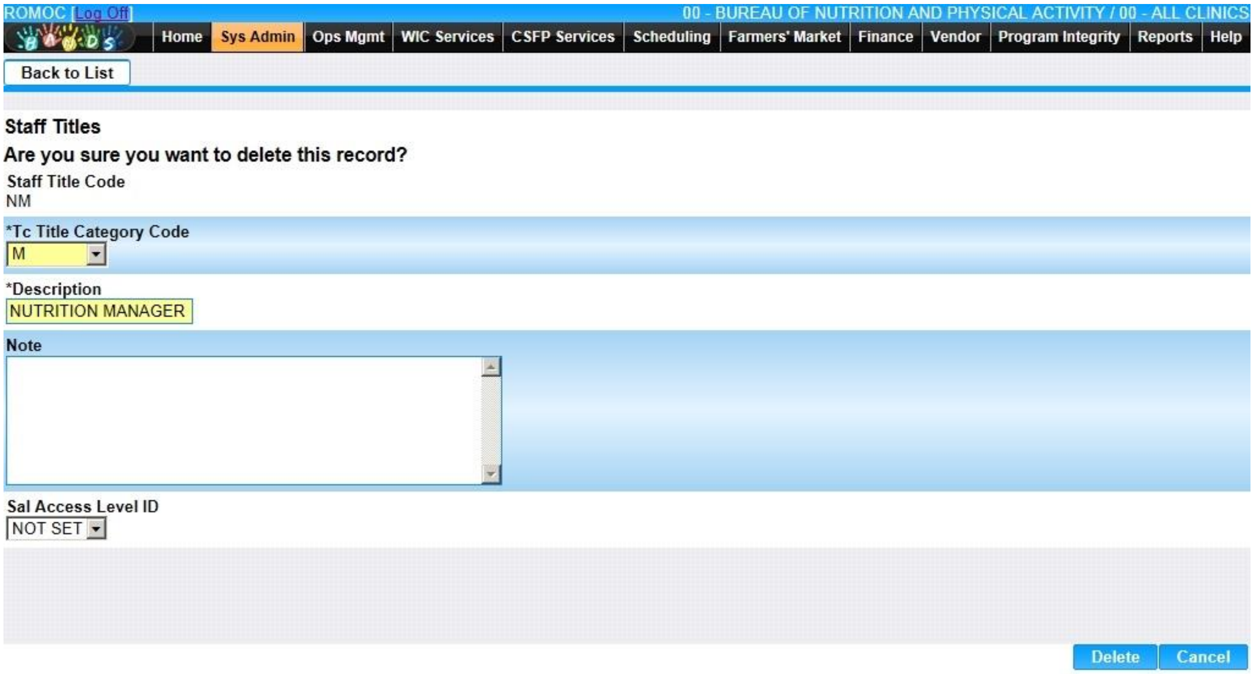


Figure 8.18: Staff Titles Delete

  - **Delete –** Deletes the record
  - **Cancel –** Closes the window without saving
  - **Back to List –** Navigates user back to Staff Titles grid

- **Add –** When selected navigation will switch to the Add screen

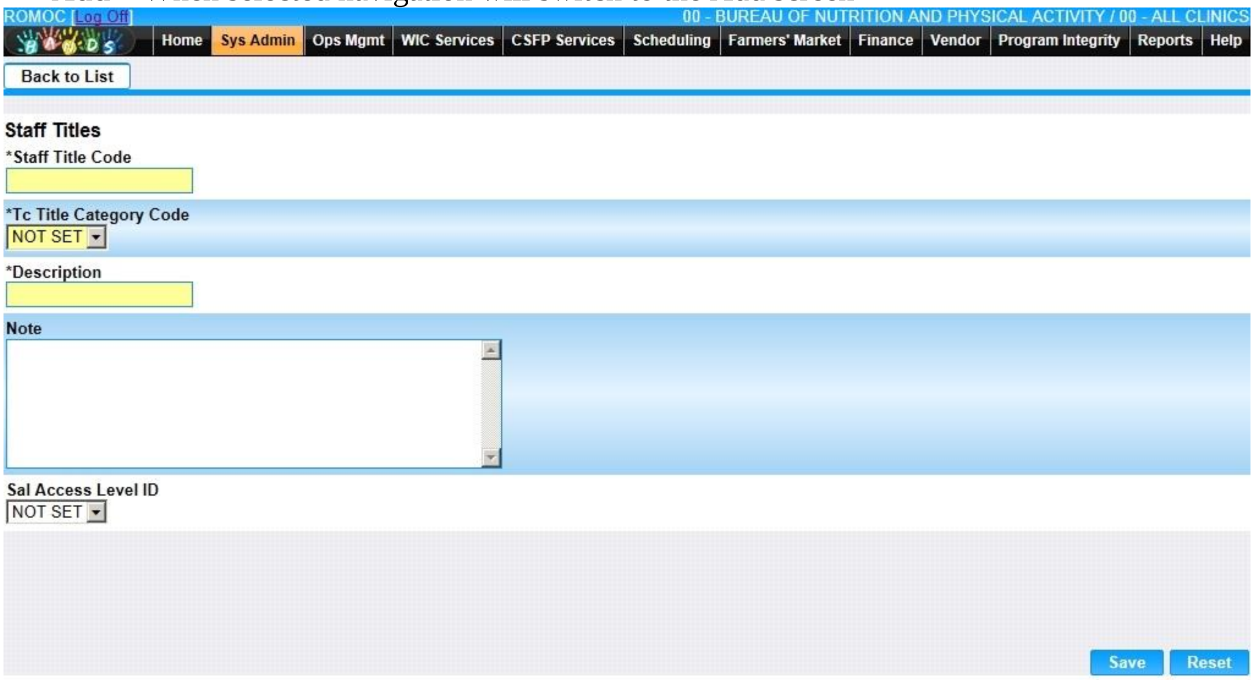


Figure 8.19: Staff Titles Add

  - **Save –** Saves any entered information and creates a new record
  - **Reset –** Removes entered data and restores fields to previous values
  - **Back to List –** Navigates user back to Staff Titles grid

Calculation(s): None

Background Processes:

8.6 Time Study Categories

Current records for Time Study Categories will appear in the grid. The user can add additional Time Study Categories to this base table by selecting the Add button. If any entry is modified via the **(Edit Icon),** the Date Modified and Modified By fields are populated. Also, a record can be removed from the base table by using the **(Delete Icon).** The informative message, "Record saved successfully" appears in yellow when no errors have occurred during the save.

Navigation Path: Sys Admin | Ops. Mgmt. Base Tables | Time Study Categories

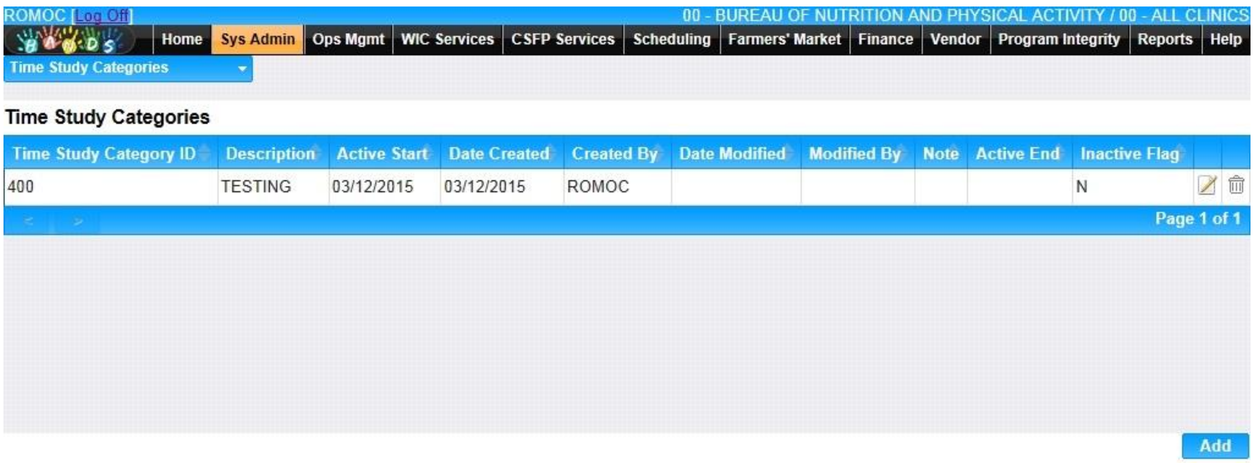


Figure 8.20: Time Study Categories

Fields (Display only on the grid):

- **Time Study Category ID –** Code assigned to the Time Study Category record
- **Description –** Description of the Time Study Category record
- **Active Start –** Active date for the Time Study Category
- **Date Created –** Date record created
- **Created By –** Username of who created the record
- **Date Modified –** Date the record was modified
- **Modified By –** Username of who modified the record
- **Note –** Note regarding the Time Study Category record
- **Inactive Flag –** Yes/No indicator whether the Time Study Category is inactive

Buttons:

- **(Edit Icon)** – When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing

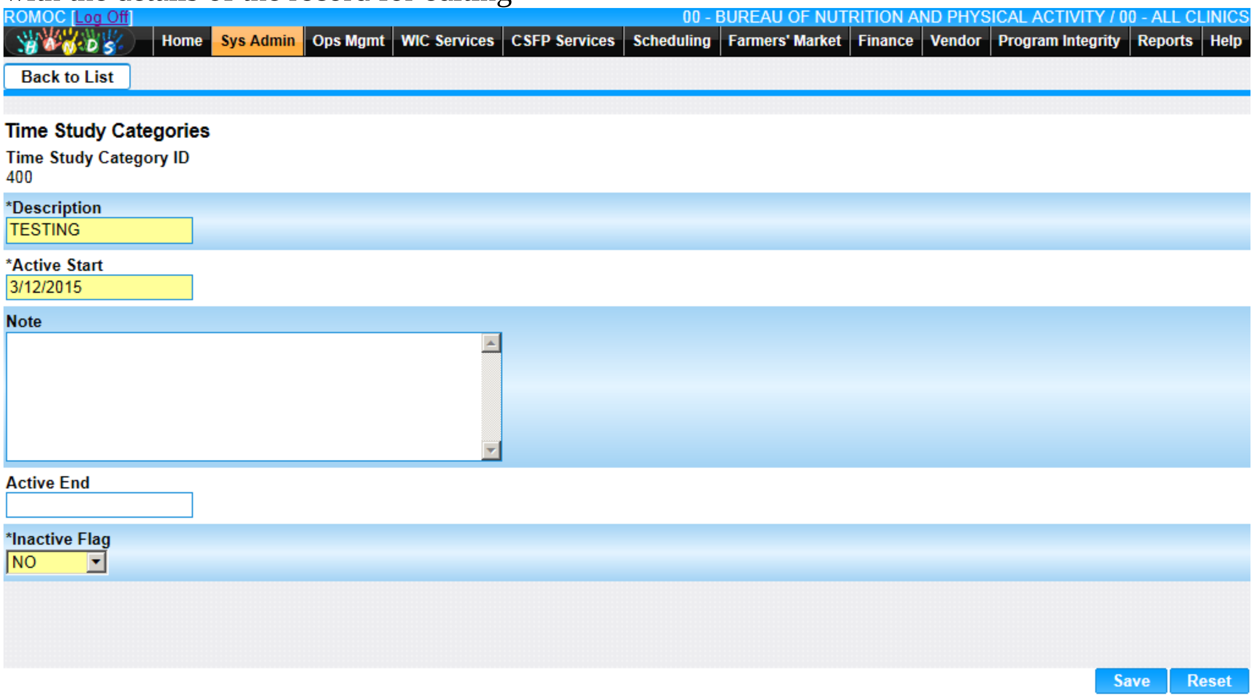


Figure 8.21: Time Study Categories Edit

  - **Save** – Saves any edited information
  - **Reset** – Removes entered data and restores fields to previous values
  - **Back to List** – Navigates user back to Time Study Categories grid

- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted

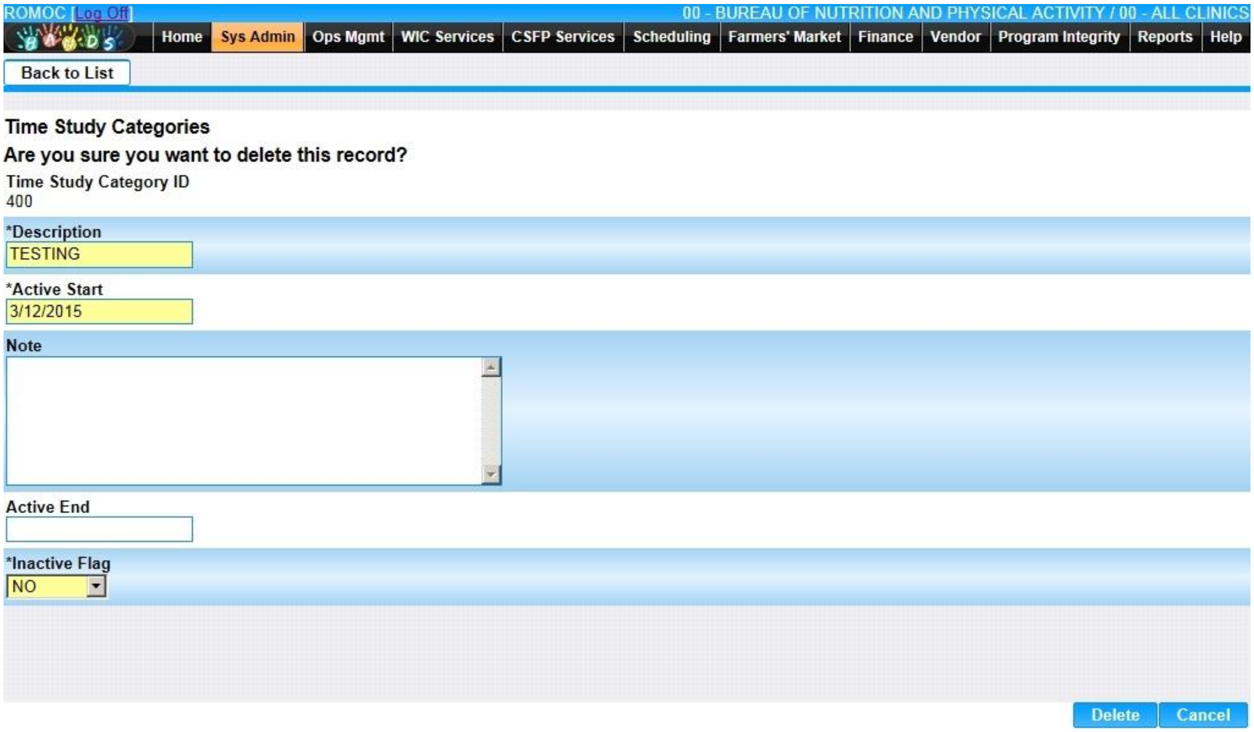


Figure 8.22: Time Study Categories Delete

  - **Delete –** Deletes the record
  - **Cancel –** Closes the window without saving
  - **Back to List –** Navigates user back to Time Study Categories grid

- **Add –** When selected navigation will switch to the Add screen

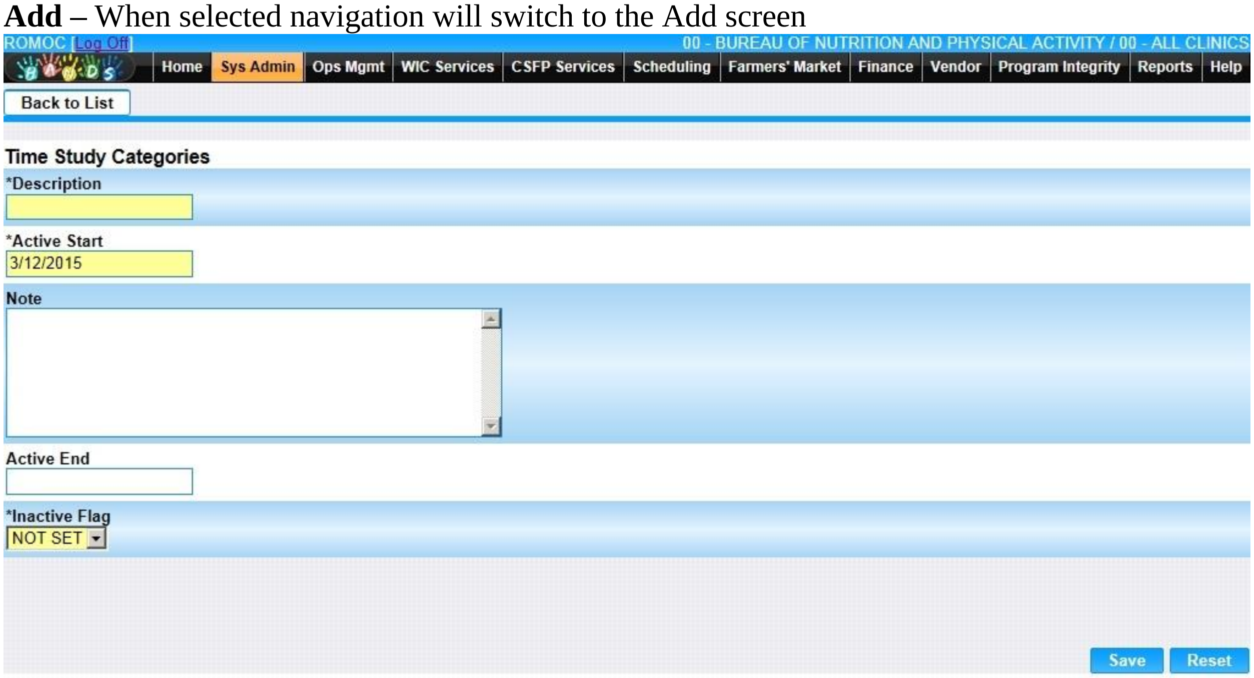


Figure 8.23: Time Study Categories Add

- **Save –** Saves any entered information and creates a new record
- **Reset –** Removes entered data and restores fields to previous values
- **Back to List –** Navigates user back to Time Study Categories grid

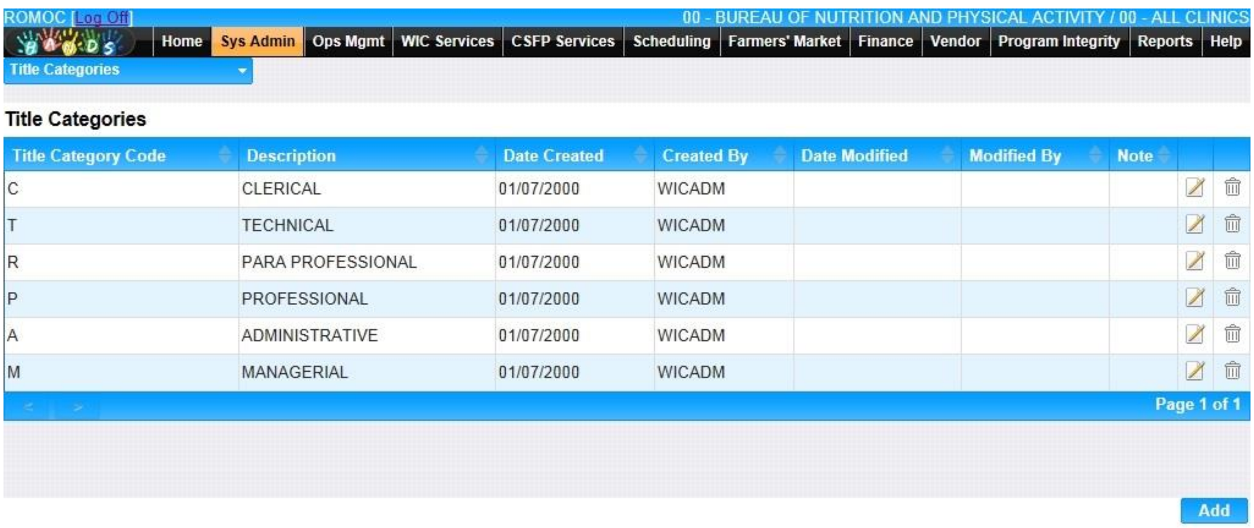
Calculation(s): None

Background Processes:

8.7 Title Categories

Current records for Title Categories will appear in the grid. The user can add additional Title Categories to this base table by selecting the Add button. If any entry is modified via the **(Edit Icon),** the Date Modified and Modified By fields are populated. Also, a record can be removed from the base table by using the **(Delete Icon).** The informative message, "Record saved successfully" appears in yellow when no errors have occurred during the save.

Navigation Path: Sys Admin | Ops. Mgmt. Base Tables | Title Categories



Title Category Code	Description	Date Created	Created By	Date Modified	Modified By	Note
C	CLERICAL	01/07/2000	WICADM			
T	TECHNICAL	01/07/2000	WICADM			
R	PARA PROFESSIONAL	01/07/2000	WICADM			
P	PROFESSIONAL	01/07/2000	WICADM			
A	ADMINISTRATIVE	01/07/2000	WICADM			
M	MANAGERIAL	01/07/2000	WICADM			

Figure 8.24: Title Categories

Fields (Display only on the grid):

- **Title Category Code –** Code assigned to the Title Categories record
- **Description –** Description of the Title Categories record
- **Date Created –** Date record created
- **Created By –** Username of who created the record
- **Date Modified –** Date the record was modified
- **Modified By –** Username of who modified the record
- **Note –** Note regarding the Title Categories record

Buttons:

- **(Edit Icon) –** When selected navigation will switch to the Edit Screen pre-populated with the details of the record for editing

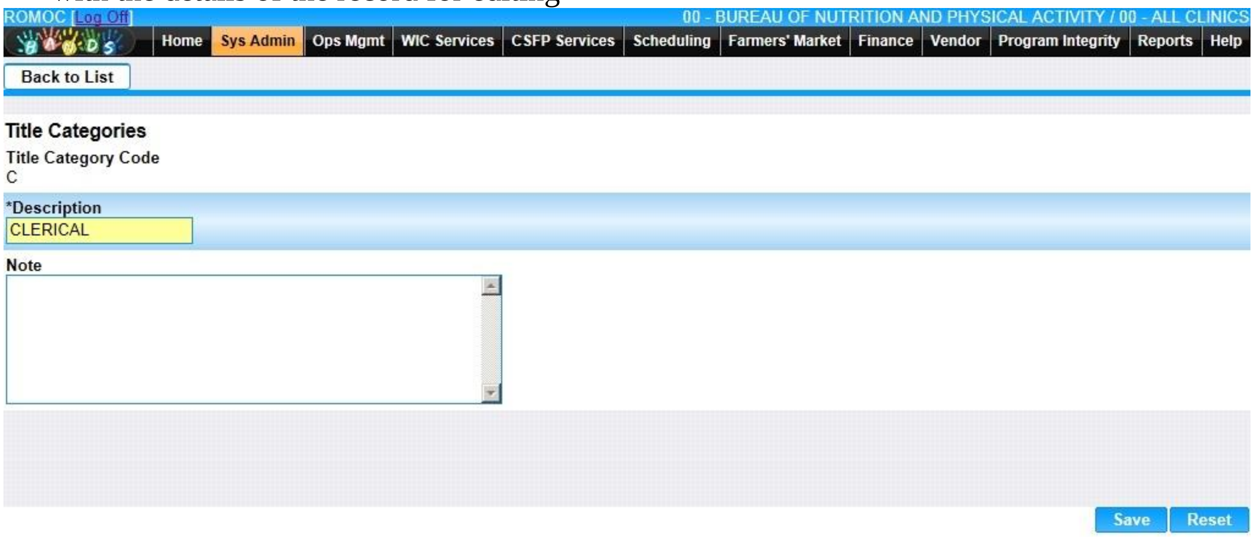


Figure 8.25: Title Categories Edit

  - **Save –** Saves any edited information
  - **Reset –** Removes entered data and restores fields to previous values
  - **Back to List –** Navigates user back to Title Categories grid

- **(Delete Icon) –** When selected navigation will switch to the Delete Screen pre-populated with the details of the record to be deleted

Figure 8.26: Title Categories Delete

  - **Delete –** Deletes the record
  - **Cancel –** Closes the window without saving
  - **Back to List –** Navigates user back to Title Categories grid

- **Add –** When selected navigation will switch to the Add screen

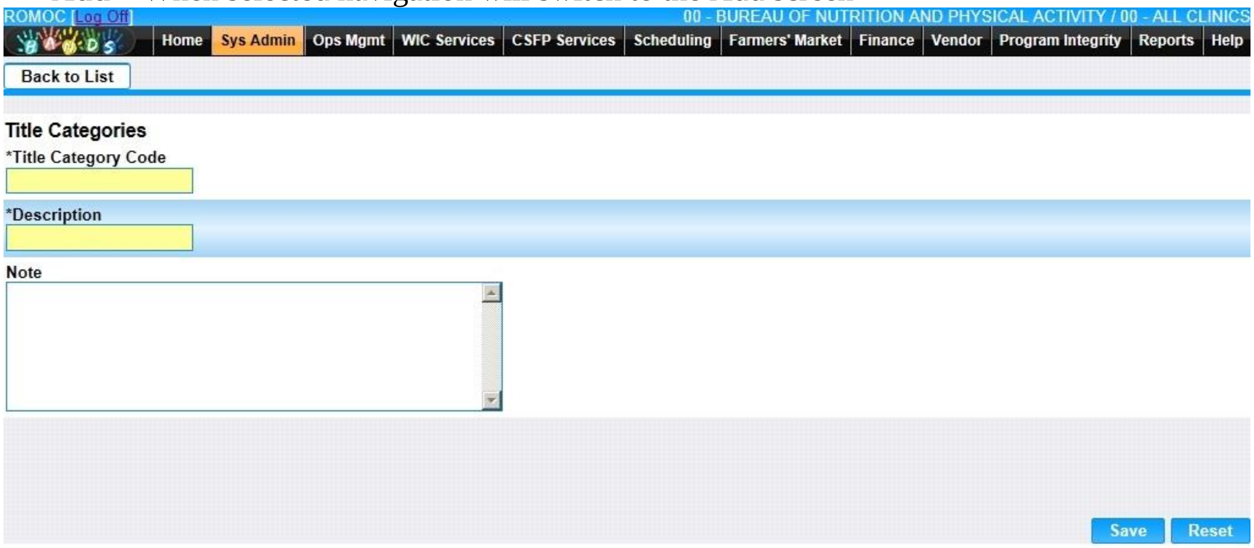


Figure 8.27: Title Categories Add

  - **Save –** Saves any entered information and creates a new record
  - **Reset –** Removes entered data and restores fields to previous values
  - **Back to List –** Navigates user back to Title Categories grid

Calculation(s): None

Background Processes: